NATIONAL APPRENTICESHIP TRAINING SCHEME (NATS) Process Manual
(Graduate/Diploma in Engineering & Technology and 10+2 Vocational)

Ministry of Human Resource Development
Department of Higher Education
Government of India
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Background of this process Manual

In order to promote transparency and accountability amongst all the stakeholders related to implementation process of National Apprenticeship Training Scheme and to empower the stakeholders through e-governance tools.

Objective / purpose of this Manual

The purpose of this manual is to inform the stakeholders about their roles and responsibilities related to National Apprenticeship Training Scheme.

Intended users of this Process Manual

- Students/Aspirants
- Apprentices
- Establishments
- Institutes
- BOATs/BOPT
- Public

Concept

After Independence of our country the importance of industrialization was emphasized by the Govt. of India in order to provide the job opportunities for the vast majority of the population. Accordingly massive industrialization started in the late 50’s and the need for trained labour was very much felt. The various skills needed for the industries were also identified. The then ITIs could not meet the skill requirements of the industries as the no. of trades in which the trained manpower available was limited. Hence to meet the requirements of the industries further the Govt. of India decided to utilize the facilities of the industries for training purpose and thus the Apprenticeship training was thought of and The Apprentices Act, 1961 was enacted in the Parliament during December, 1961 and was implemented with effect from 1.1.63.

Introduction

Apprenticeship Training is one of the oldest social institutions, and it was initially introduced in India by the Indian Railways followed by the Defense Department. Private establishments like Tata Iron and Steel Company Ltd., Jamshedpur, also initiated apprenticeship training in 1921.

Further in the Five Year Plans, expansion of technical education was stressed upon, and on the recommendations of the Scientific Manpower Committee, the then Ministry of Education, Government of India, started a ‘Practical Training Stipendiary Scheme’ in 1949-50 for providing practical training to fresh engineering graduates and diploma holders for facilitating to get gainful employment. During this training a stipend of Rs. 150/- per month was paid to the graduates, while Rs 75/- per month was paid to the diploma holders (which was further revised to Rs 100/- per month).
Vision

To create skilled technical manpower for the Nation by utilizing the training facilities available in industries / organizations to the maximum possible extent for imparting quality training to the apprentices.

Mission

To deliver quality training to the apprentices and help them to realize their potential and achieve their life long aspirations by providing them high quality ‘on the job’ training.

Objectives

To facilitate fresh Graduates and Diploma Holders in Engineering/ Technology/ Architecture/ Pharmacy/ Hotel Management & Catering Technology, and (10+2) level Vocational course Pass outs to acquire ‘on the job’ training in Industries/ Establishments and thus to make them more employable.

Enactment of the Apprentices Act, 1961

In the meanwhile, The Apprentices Act was enacted in 1961, for providing practical training to the Trade apprentices to enhance their technical competency. The Directorate General of Employment & Training (DGE&T) under the then Ministry of Labour and Employment, Government of India, had been implementing this Scheme in the country through the respective State Governments, and Regional Directorates of Apprenticeship Training. Now, recently Ministry of Skill Development and Entrepreneurship has been created under which DGE&T has been implementing the Scheme for Trade Apprentices. The Apprentices Act, 1961 is given at Annexure I.

Apprentices (Amendment) Act 1973 & 1986

In view of growing unemployment among the engineers, the said Act was amended in 1973 to bring the training of engineering graduates and diploma holders under its purview, with an objective of giving them practical training under factory conditions thereby improving their employment potential. These apprentices are termed as Graduate, Graduate Sandwich, Technician, and Technician Sandwich apprentices. In 1986, the Act was further amended to cover the Higher Secondary Vocational Certificate holders. The objective was that since vocationalisation implies education through work experience, adequate facility is to be provided for the vocational stream to learn the practical aspects of the subject through field studies and to supplement the institutional learning. The Apprentices thus covered are called Technician (Vocational) Apprentices.

The Apprenticeship Rules, 1992

The Central Government after consulting the Central Apprenticeship Council (CAC) by notification in Official Gazette, makes rules for carrying out the provisions of the Apprentices Act, 1961. These Rules are termed as Apprenticeship Rules, 1992 and is given at Annexure-II.

The Apprentices Act, 1961 is further amended in December 2014, and the Apprenticeship Rules, 1992 is amended in June 2015. Some of the major amendments are given below:

- Industry to engage apprentices in the band of 2.5% to 10% of the company’s total strength of employees, including contract workers. Industry is no more restricted to follow subject field wise notification.
- Companies are allowed to self-assess and submit reports.
- Easy processes, through online portal, to enroll, register and process stipend claims in respect of apprentices.
- Industry now free to introduce need based optional trades beyond the designated trades under this Act.
- Companies operating in 4 or more states can now choose any one Regional Board for submission of all compliance documents.
- Graduates of Arts, Science and Commerce etc. streams also eligible to undergo apprenticeship training under the Act.

Authorities

Central Apprenticeship Council (CAC)

For formulation of National policy for Apprenticeship training the Central Govt. is advised by a tripartite advisory called the Central Apprenticeship Council (CAC) constituted with the representative of Central as well as State Govt. employers and persons/ experts on matters relating to industry, Skill and Technical Education and representatives of All India council and regional Boards. The Union Minister of Skill Development is the Chairman, Union Minister of State/ Dy. Minister in charge of Education in the Ministry of HRD is the Vice Chairman and the Director of Apprenticeship Training in the Ministry of Skill Development (DGE&T) is the Secretary of the Central Apprenticeship Council (CAC). The Director of Apprenticeship Training is also appointed as the Central Apprenticeship Adviser and Addl. Apprenticeship adviser in the Ministry of HRD is appointed to look after Graduate/ Technician/ Technician (Vocational) Apprentices. The Central Apprenticeship Council Rules, 1962 is given at Annexure- III.

Ministry of Human Resource Development

Ministry of Human Resource Development, Government of India, has been implementing the National Apprenticeship Training Scheme (NATS) for the Graduate, Graduate Sandwich, Technician, Technician Sandwich, and Technician (Vocational) Apprentices through its four Boards of Apprenticeship/Practical Training located at Chennai, Kanpur, Kolkata, and Mumbai.

Board of Governors

The Board of Governors through the discussions made in its meetings held periodically in a financial year, monitor the progress of implementation of Apprenticeship Training Scheme as follows:
At least three meetings of Board of Governors shall be conducted in each financial year.

As a Sub-Committee of Board of Governors, meeting of Finance Committee shall be conducted to approve the budget allocation at the start of the financial year, review and report the financial status at specific times, and the decisions made regarding expenditure relevant to implementation of the Scheme shall be placed before the Board of Governors for approval.

The target allocation on various counts to the individual officers should be placed in the Board of Governors’ first meeting of the financial year, for its information, and suggestions / advises.

The progress of implementation of Apprenticeship Training Scheme and all related matters shall be reported to and reviewed by Board of Governors for further advice / taking policy decisions.

All the statistics pertaining to status of engagement, conduct of concomitant activities, tours undertaken by individual officers, status of court cases, and all the related issues shall be reported to the Board of Governors under standard agenda items.

The Board of Governors may through its Sub-Committees constituted for specific purposes, carry out deliberations on the relevant issues, so as to formulate policies in regard to the Scheme.

In each meeting of Board of Governors, turn by turn under a standard agenda item an officer will make a detailed presentation on the implementation of the Apprenticeship Training Scheme in the area under his/her purview. At the end of financial year all officers can also be asked to make such presentations, so as to give a complete picture of the Region.
Regional Boards

Four Boards located at Chennai, Kanpur, Kolkata and Mumbai are functioning for effective implementation of National Apprenticeship Scheme (NATS).

Functions of Regional Boards

The following functions are carried out by the above Regional Boards.

i. To implement the National Apprenticeship Training Scheme in respect of the Engg. Graduate, Technician, and Technician (Vocational) candidates under the Act.

ii. To assess the establishments regarding totality of training facilities available and total strength and locate the seats for apprenticeship training.

iii. To establish permanent liaisons between technical institutes and industries.

iv. To secure and provide training facilities in different establishments both in the private and public sectors/ corporations for the fresh pass outs of technical institutions.

v. To prepare programmes of training in consultation with the participating training establishments.

vi. To monitor, check, and supervise the various training facilities provided by the establishments from time to time.

vii. To disburse stipendiary share to the employers for the stipend paid by the employer to the apprentices.

viii. To award Certificate of Proficiency to the apprentices who successfully complete their apprenticeship training.

ix. To arrange dissemination of information on various aspects of practical training through documentation of literature, lectures, films and other media of communications.

x. To provide expert and advisory services in the areas of practical training to both technical Institutions and Industry.

xi. To conduct the following activities / events:-

   a) Industry – Institute Interaction Meets organized for interaction of the industrial establishments with educational institutes, so as to facilitate the implementation of the NATS.

   b) Centralized Camps for engagement of Apprentices (Bharti Mela) in which candidates eligible to undergo Apprenticeship Training and the prospective establishments are invited at a common venue.

   c) Career guidance programme (CGP) conducted for final year students in various institutions.

   d) Supervisory development programme (SDP) conducted for the apprentices undergoing apprenticeship training, for in-calculating supervisory skills.

   e) Entrepreneurship development programme (EDP) organized for motivating the candidates to opt for self-employment.

   f) Special Camps organized for the officers of the establishments to enable them to submit the documents relevant to the NATS and to advise them on various issues.

   g) Workshop / Consultation Meets with stakeholders, on various issues of Apprenticeship Training as and when required.
The basic differences between the Apprenticeship Training Scheme implemented by Ministry of Skill Development, for Trade Apprentices, and the one being implemented by Ministry of Human Resource Development, are:

(i) Unlike as for the Trade Apprentices there is fixed period of one year for undergoing apprenticeship training, and no examination is conducted at the end of the training for the Graduate, Graduate Sandwich, Technician, Technician Sandwich, and Technician (Vocational) Apprentices.

(ii) 50% of the minimum stipend paid per month to the Graduate, Graduate Sandwich, Technician, Technician Sandwich, and Technician (Vocational) Apprentices at the prescribed rate is invariably reimbursed to all the employer on receipt of their claims.

(iii) A ‘Certificate of Proficiency’ is awarded by the Regional Board of Apprenticeship / Practical Training to the apprentices after completing one year of apprenticeship training successfully, on the basis of the grade suggested by the employer.
Benefits of National Apprenticeship Training Scheme to Stake Holders

Benefits to Establishments

- Government of India is providing the financial support to the industries by way of reimbursing 50% of Government share of stipend paid to the apprentices
- Scheme helps the industries to develop human resources for their present and future manpower requirements
- Scheme facilitates one year lead time to observe the apprentices performance before providing regular employment
- Apprenticeship training scheme ensure continuous availability of trainees in the establishment
- Scheme enhances the establishment productivity
- No obligation towards providing permanent employment to the apprentices

Benefits to Institutions

- Bridging gap between class room learning & real world learning
- Feedback on competency requirement of industries
- Enhancing skill capacity of institutions to match industries requirements
- Intervenional support in order to match demand & supply
- The students having lower percentage in their courses will also get facility for skill development and will get better employment opportunity
- Improved brand image due to better placement of their students

Benefits to Students

- Fulfills / matches, any gap, in so far practical/hands on experience.
- Your chances of getting selected in job interview increases many folds
- Enhances technical skills for making suitability in job absorption.
- Smoother transition from the world of education to the work in actual work environment.
- Direct exposure to technology (i.e. systems, works practices), concepts, values and environment.
- Trainees learn by doing. Coaching and instructing is done by supervisors.
- Knowledge and skills imparted and trainees are equipped with critically important core skills in problems solving, teamwork and communication.
- This training makes the apprentices not only fit for employment but also encourage them for becoming young entrepreneur of the Nation.
- Training improves overall personality and confidence level of the trainees.
- One year period of training is considered as work experience.
- Training offers opportunity of learning by doing and earning while learning.
- Certificate of proficiency is awarded along with skill assessment sheet after successful completion of training.
- Leading establishment also select students for employment based on skill assessment sheet and proficiency certificate.
Monitoring Guidelines for National Apprenticeship Training Scheme

Ministry of Human Resource Development’s (MHRD) National Apprenticeship Training Scheme (NATS) is to encourage skill development for Engg. Graduate / Diploma in Engineering and Intermediate Vocational Pass outs by providing skill based Certificate of Proficiency (COP) after successful completion of one year ‘On the Job’ training. The scheme is flagship program of MHRD implemented by Regional Boards of Apprenticeship/ Practical Training.

A logical framework approach (LFA) may be used for developing, monitoring framework for the scheme. The first part is to develop program logic and identify hierarchy of changes for the NATS. Second part is mapping the inputs, processes, outputs, outcomes, and impact for the program as per LFA. The third part is to identify indicators and detailed plan for collecting data for indicators and tracking the same at defined intervals. The figure below provides overall hierarchy of changes of delineation of scope for monitoring and evaluation.

Monitoring plan of the NATS aims to monitor the elements of inputs, processes and output of the program whereas evaluation of the Scheme will focus on outcome achieved and impact of the Scheme on various stakeholders as well as skill ecosystem. An LFA is developed for the NATS Scheme as follows:

**LFA for NATS Scheme**

<table>
<thead>
<tr>
<th>Input</th>
<th>Processes</th>
<th>Outputs</th>
<th>Outcome</th>
<th>Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td>Enrolment</td>
<td>Create skilled technical</td>
<td>Align the training in line with Global market</td>
<td>Encourage skill development for technocrats</td>
</tr>
<tr>
<td></td>
<td>On Job training</td>
<td>technical manpower</td>
<td>needs</td>
<td>Increase productivity of the existing technocrats</td>
</tr>
<tr>
<td></td>
<td>Assessment</td>
<td></td>
<td></td>
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<td></td>
<td>Stipend</td>
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<td>Certification</td>
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<td>Establishments</td>
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<tr>
<td>Institutions</td>
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Apprentices Tracer Study

The aim of tracer study of Trained Apprentices under the Apprentices Act 1961 is to determine the outcomes of the Training provided to trainees in terms of relevant skills necessary for their entry into the job market. The data collected, information segregated, findings from the information, and recommendations on findings of the study will hopefully help to enhance the development of the National Apprenticeship Training Scheme (NATS), especially in the area of quality assurance, legal control framework and systematic delivery.

The Research methodology:

The tracer study of Apprentices and the assessment of the current Apprenticeship Training Policies in meeting the Job market needs based on the following:

- Literature review of existing relevant documents and studies on tracer study of various schemes of Government of India and other countries.
- Consultation with Establishments, Institutes and Apprentices.
- Field survey of graduated Apprentices, with the retrospective approach for employers of the Apprenticeship Training Schemes.

Sample data collection process:

For this approach a sample size of 10000 Apprentices will be considered across the country. A random sample of 100 employers of the Apprentices concerned were also to be interviewed for their views on the level of satisfaction with regard to the trained apprentices for skills and performance level on the job. About 100 institutions would be selected for providing feedback on the benefits to their students.

Data analysis and Processing:

All the data collected from the filled in questionnaires will be processed using related software for analysis.

Specific findings of the study:

The major specific findings of the study will be suitably summarized.

Recommendations:

Based on the findings of the study the certain recommendations will be made to the competent authorities for consideration, to improve the effectiveness and relevance of training of Apprentices and to enhance their employability. The institutions must design relevant courses and Industries must prepare training programmes and activities consistent with the job market based on the outcome of the study. The findings also to be used to improve or enhance the employment opportunities and competitiveness of Apprentices.
Reports

Need of Reports

Report on National Apprenticeship Training Scheme is designed to help stakeholders through the information in a structured way, but also to enable them to find the information that they want quickly and easily.

Reports for Public

Annual Reports

- Number of Applications received /sponsored- Graduates & Diploma Holders with break –up details of SC/ST/ PwD/OBC /Min. of BOATs/BOPT.
- Number of Technician (Voactional) Applications received/sponsored of BOATs/BOPT
- State- wise & Subject –wise Number of Apprentices engaged (Graduate & technician) of BOATs/BOPT
- Region – wise & Subject –wise Number of Apprentices engaged (Graduate & technician) of BOATs/BOPT
- State- wise & Subject –wise Number of Technician (Vocational) Apprentices engaged of BOATs/BOPT
- Region- wise & Subject –wise Number of Technician (Vocational) Apprentices engaged of BOATs/BOPT
- State –wise & Sector –wise number of establishments, number of Training places secured and utilized in Graduates & Technician of BOATs’ BOPT
- State- wise and subject –wise Utilization of Technician under Sandwich pattern of BOATs/BOPT
- State-wise and sector-wise Number of Apprentices engaged ( Graduate & Technician) with break up details of SC/ST/PwD/Min. of BOATs/ BOPT
- Number of Applications sponsored- Graduates & Diploma Holders with break up details of SC’ST’PwD’Min.of BOATs/BOPT
- State- wise & Sector –wise Number of Technician (Vocational) Apprentices trained with break up details of SC/ST/PwD/Min. and Girls  of BOATs/BOPT
- Utalisation of Training places during the period (Bar Chart)
- Number of Apprentices trained during the year (Pie chart)

Reports for Ministry

Reports on DGET &PM Skill Development

- Monthly Report on PM’s Skill Development
- Consolidated monthly Report on PM’s Skill Dev. Of BOATs/BOPT
- Quarterly Progress Report ( Officers Specific) of BOATs/BOPT
- Quarterly Progress Report ( DGET Format) of BOATs/BOPT
Quarterly Progress Report – Apprentices Position as on DD/MM/YY of BOATs/BOPT (DGET Format).
Half Yearly Progress Report of BOAT’s’/ BOPT (DGET Format)
Half Yearly Progress Report Apprentice Position as on DD/MM/YY of BOAT’s’/BOPT (DGET Format)
Special Reports
State wise number of Candidates registered – BOATs/BOPT Under MHRD (Fortnightly)
Region wise statement of Contract created – BOATs/BOPT Under MHRD (Fortnightly)
State wise number of Contract created - BOATs/BOPT Under MHRD (Fortnightly)
Region wise & Sector wise number of Candidates registered (Contract) - BOATs/BOPT Under MHRD

Reports for Regional Boards

Periodical Reports

- Weekly Progress Report of BOATs/BOPT
- Consolidate Weekly Report on Physical Performance of BOATs/BOPT
- Weekly Progress Report on Utilization of Training Slots by Industry of BOATs/BOPT
- Weekly Progress Report (COP) of BOATs/BOPT
- Weekly Progress Report (Officers Specific) of BOATs/BOPT- Chairman Report
- Consolidate weekly Report to be submitted to Chairman (Officers Specific) of BOATs/BOPT
- Monthly Progress Report (Grad & Tech.) with Breakup details of SC, ST, PwD, Min. etc. of BOATs/BOPT
- Monthly Progress Report Tech.(VOC) with Breakup details of SC, ST, PwD, Min. etc. of BOATs/BOPT
APPENDIX I(2)

Apprentices Act, 1961
[Act No. 52 of 1961¹ as amended by Acts 52 of 1964², 25 of 1968³, 27 of 1973⁴, 41 of 1986⁵ and 4 of 1997⁶]

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2. Published in Gazette of India, Pt. II, S.1, dated December 30, 1964.
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THE SCHEDULE

An Act to provide for the regulation and control of training of apprentices and for [* * *] matters connected therewith.

Be it enacted by Parliament in the Twelfth Year of the Republic of India as follows:


CHAPTER - I

PRELIMINARY

1. **Short title, extent, commencement and application —**

   (1) This Act may be called the Apprentices Act, 1961.
   (2) It extends to the whole of India. [* * *]8
   (3) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint; and different dates may be appointed for different States.
   (4) The provisions of this Act shall not apply to —
      (a) any area or to any industry in any area unless the Central Government by notification in the Official Gazette specifies that area or industry as an area or industry to which the said provisions shall apply with effect from such date as may be mentioned in the notification:
      (b) [* * *]9
      (c) 10[any such special apprenticeship scheme for imparting training to apprentices as any be notified by the Central Government in the Official Gazette].

2. **Definition -**

   In this Act, unless the context otherwise requires,-
   11[(a) "All India Council" means the All India Council of Technical Education established by the resolution of the Government of India in the former Ministry of Education No. F. 16-10/44-E-III, dated the 30th November, 1945;]
   12[[(aa)"apprentice" means a person who is undergoing apprenticeship training [* * *] in pursuance of a contract of apprenticeship;]
"apprenticeship training" means a course of training in any industry or establishment undergone in pursuance of a contract of apprenticeship and under prescribed terms and conditions which may be different for different categories of apprentices;]

(b) "Apprenticeship Adviser” means the Central Apprenticeship Adviser appointed under sub-section (1) of Section 26 or the State Apprenticeship Adviser appointed under sub-section (2) of that section;

(c) "Apprenticeship Council" means the Central Apprenticeship Council or the State Apprenticeship Council established under sub-section (1) of Section 24;

(d) "appropriate Government" means -

1

(1) in relation to -

15

(a) the Central Apprenticeship Council, or

(aa) the Regional Boards, or

aaa the practical training of graduate or technician apprentices or of technician (vocational) apprentices, or;

(b) any establishment of any railway, major port, mine or oilfield, or

(c) any establishment owned, controlled or managed by -

(i) the Central Government or a department of Central Government,

(ii) a company in which not less than fifty-one per cent of the share capital is held by the Central Government on partly by that Government and partly by one or more State Governments,

(iii) a corporation (including a co-operative society) established by or under a Central Act which is owned, controlled or managed by the Central Government;

(2) in relation to -

(a) a State Apprenticeship Council, or

(b) any establishment other than an establishment specified in sub-clause (1) of this clause, the State Government;

(dd) "Board or State Council of Technical Education" means the Board or State Council of Technical Education established by the State Government;

(e) "designated trade" [means any trade or occupation or any subject field in engineering or technology [or any vocational course] which the Central Government, after consultation with the Central Apprenticeship Council, may, by notification in the Official Gazette, specify as a designated trade for the purposes of this Act;

15. Ins. by Act 27 of 1973 and subs. by Act 41 of 1986, S.2(w.e.f. 16-12-1987)
18. Ins. by Act 41 of 1986, S.2 (w.e.f. 16-12-1987).
(f) "employer" means any person who employs one or more other persons to do any work in an establishment for remuneration and includes any person entrusted with the supervision and control of employees in such establishment;

(g) "establishment" includes any place where any industry is carried on;\(^{19}\)[and where an establishment consists of different departments or have branches, whether situated in the same place or at different places, all such departments or branches shall be treated as part of the establishments];

(h) “establishment in private sector” means an establishment which is not an establishment in public sector;

(i) "establishment in private sector" means an establishment which is not led or managed by -

1. the Government or a department of the Government;
2. a Government company as defined in Section 617 of the Companies Act, 1956 (1 of 1956);
3. a corporation (including a co-operative society) established by or under a Central, Provincial or State Act, which is owned, controlled or managed by the Government;
4. a local authority;

(j) "graduate or technician apprentice" means an apprentice who holds, or is undergoing training in order that he may hold a degree or diploma in engineering or technology or equivalent qualification granted by any institution recognised by the Government and undergoes apprenticeship training in any such subject field in engineering or technology as may be prescribed;

(k) "industry" means any industry or business in which any trade, occupation or subject field in engineering or technology [or any vocational course]\(^{21}\) may be specified as a designated trade;


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21. Ins. by Act 41 of 1986, S.2 (w.e.f. 16-12-1987)
22. Ins. by Act 41 of 1986, S.2 (w.e.f. 16-12-1987)
(m) "prescribed" means prescribed by the rules made under this Act;

23[(mm)"Regional Board" means any board of Apprenticeship Training registered under the Societies Registration Act, 1860 (21 of 1860), at Bombay, Calcutta, Madras or Kanpur;]

(n) "State" includes a Union Territory;

(o) "State Council" means a State Council for Training in Vocational Trades established by the State Government;

(p) "State Government" in relation to a Union Territory, means the Administrator thereof;

24[(pp) "Technician (vocational) apprentice" means an apprentice who holds or is undergoing training in order that he may hold a certificate in vocational course involving two years of study after the completion of the secondary stage of school education recognised by the All-India Council and undergoes apprenticeship training in such subject field in any vocational course as may be prescribed; ]

25[(q) "trade apprentice" means an apprentice who undergoes apprenticeship training in any such trade or occupation as may be prescribed;]

26[(r) “worker” means any persons who is employed for wages in any kind of work and who gets his wages directly from the employer but shall not include an apprentice referred to in clause(aa).]
3. **Qualifications for being engaged as an apprentice**

A person shall not be qualified for being engaged as an apprentice to undergo apprenticeship training in any designated trade, unless he-

(a) is not less than fourteen years of age, and

(b) satisfies such standards of education and physical fitness as may be prescribed:

Provided that different standards may be prescribed in relation to apprenticeship training in different designated trades and for different categories of apprentices.

3-A. **Reservation of training places for the Scheduled Castes and the Scheduled Tribes in designated trades**

(1) in every designated trade, training places shall be reserved by the employer for the Scheduled Castes and the Scheduled Tribes and where there is more than one designated trade in an establishment, such training places shall be reserved also on the basis of the total number of apprentices in all the designated trades in such establishment.

(2) the number of training places to be reserved for the Scheduled Castes and the Scheduled Tribes under sub-section (1) shall be such as may be prescribed, having regard to the population of the Scheduled Castes and the Scheduled Tribes in the State concerned.

*Explanation* - In this section, the expressions "Scheduled Castes" and "Scheduled Tribes" shall have the meanings as in clauses (24) and (25) of Article 366 of the Constitution.

4. **Contract of apprenticeship**

(1) No person shall be engaged as an apprentice to undergo apprenticeship training in a designated trade unless such person or, if he is minor, his guardian has entered into a contract of apprenticeship with the employer.

(2) The apprenticeship training shall be deemed to have commenced on the date on which the contract of apprenticeship has been entered into under sub-section (1).
(3) Every contract of apprenticeship may contain such terms and conditions as may be agreed to by the parties to the contract:

Provided that no such term or condition shall be inconsistent with any provision of this Act or any rule made thereunder.

(4) Every contract of apprenticeship entered into under sub-section (1) shall be sent by the employer within such period as may be prescribed to the Apprenticeship Adviser for registration.

(5) The Apprenticeship Adviser shall not register a contract of apprenticeship unless he is satisfied that the person described as an apprentice in the contract is qualified under this Act for being engaged as an apprentice to undergo apprenticeship training in the designated trade specified in the contract.

(6) Where the Central Government, after consulting the Central Apprenticeship Council, makes any rule varying the terms and conditions of apprenticeship training of any category of apprentices undergoing such training, then, the terms and conditions of every contract of apprenticeship relating to that category of apprentices and subsisting immediately before the making of such rule shall be deemed to have been modified accordingly.

5. **Novation of contracts of apprenticeship**

Where an employer with whom a contract of apprenticeship has been entered into, is for any reason unable to fulfil his obligations under the contract and with the approval of the Apprenticeship Adviser it is agreed between the employer, the apprentice or his guardian and any other employer that the apprentice shall be engaged as apprentice under the other employer for the un-expired portion of the period of apprenticeship training, the agreement, on registration with the Apprenticeship Adviser, shall be deemed to be the contract of apprenticeship between the apprentice or his guardian and other employer, and on and from the date of such registration, the contract of apprenticeship with the first employer shall terminate and no obligation under the contract shall be enforceable at the instance of any party to the contract against the other party thereto.

6. **Period of apprenticeship training**

The period of apprenticeship training, which shall be specified in the contract of apprenticeship, shall be as follows-

(a) In the case of [trade apprentices] who, having undergone institutional training in a school or other institution recognised by the National Council, have passed the trade tests [or examinations] conducted by [that Council or by an institution recognised by that Council], the period of apprenticeship training shall be such as may be determined by that Council;

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32. Ins. by Act 41 of 1986 (w.e.f. 16-12-1987)
[(aa) in case of trade apprentices who, having undergone institutional training in a school or other institution affiliated to or recognised by a Board or State Council of Technical Education or any other authority which the Central Government may, by notification in the official gazette specify in this behalf, have passed the trade tests or examinations conducted by that Board or State Council or authority, the period of apprenticeship training shall be such as may be prescribed;]

(b) in the case of other trade apprentices, the period of apprenticeship training shall be such as may be prescribed;

[(c) in the case of graduate or technician apprentices, technician (vocational) apprentices and the period of apprenticeship training shall be such as may be prescribed.]

7. **Termination of apprenticeship contract** -

(1) The contract of apprenticeship shall terminate on the expiry of the period of apprenticeship training.

(2) Either party to a contract of apprenticeship may make an application to the Apprenticeship Adviser for the termination of the contract, and when such application is made, shall send by post a copy thereto to the other party to the contract.

(3) After considering the contents of the application and the objections, if any, filed by the other party, the Apprenticeship Adviser may, by order in writing, terminate the contract, if he is satisfied that the parties to the contract or any of them have or has failed to carry out the terms and conditions of the contract and it is desirable in the interests of the parties or any of them to terminate the same:

[(4) Notwithstanding anything contained in any other provision of this Act, where a contract of apprenticeship has been terminated by the Apprenticeship Adviser before the expiry of the period of apprenticeship training and a new contract of apprenticeship is being entered into with a employer, the Apprenticeship Adviser may, if he satisfied that the contract of apprenticeship with the previous employer could not be completed because of any lapse on the part of the previous employer, permit the period of apprenticeship training already undergone by the apprentice with his previous employer to be included in the period of apprenticeship training to be undertaken with the new employer.]
Provided that where a contract is terminated-

(a) for failure on the part of the employer to carry out the terms and conditions of the contract, the employer shall pay to the apprentice such compensation as may prescribed;

(b) for such failure on the part of the apprentice, the apprentice or his guardian shall refund to the employer as cost of training such amount as may be determined by the Apprenticeship Adviser.

8. **Number of apprentices for a designated trade** -

40[(1) the Central Government shall, after consulting the Central Apprenticeship Council, by order notified in the Official Gazette, determine for each designated trade the ratio or trade apprentices to workers other than unskilled workers in that trade:

Provided that nothing contained in this sub-section shall be deemed to prevent any employer from engaging a number of trade apprentices in excess of the ratio determined under this sub-section.

(2) in determining the ratio under sub-section (1), the Central Government shall have regard to the facilities available for apprenticeship training under this Act in the designated trade concerned as well as to the facilities that may have to be made available by an employer for the training of graduate or technician apprentices [technician (vocational) apprentices]\(^{41}\), if any, in pursuance of any notice issued to him under sub-section (3-A) by the Central Apprenticeship Adviser or such other person as is referred to in that sub-section.

3) the Apprenticeship Adviser may, by notice in writing, require an employer to engage such number of trade apprentices within the ratio determined by the Central Government for any designated trade in his establishment, to undergo apprenticeship training in that trade and the employer shall comply with such requisition:

Provided, that in making any requisition under this sub-section, the Apprenticeship Adviser shall have regard to the facilities actually available in the establishment concerned.

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40. Sub-Sections (1), (2), (3) and (3-A), subs. by Act 27 of 1973
41. Ins. by Act 41 of 1986 (w.e.f. 16-12-1987).
[Provided further that the Apprenticeship Adviser may, on a representation made to him by an employer and keeping in view the more realistic employment potential, training facilities and other relevant factors, permit him to engage such a number of apprentices for a designated trade as is lesser than a number arrived at by the ratio for that trade, not being lesser than twenty per cent of the number so arrived at, subject to the condition that the employer shall engage apprentices in other trades in excess in number equivalent to such shortfall.]

(3-A) the Central Apprenticeship Adviser or any other person not below the rank of an Assistant Apprenticeship Adviser authorised by the Central Apprenticeship Adviser in writing in this behalf shall, having regard to-
(i) the number of managerial persons (including technical and supervisory persons) employed in a designated trade;
(ii) the number of management trainees engaged in the establishment;
(iii) the totality of the training facilities available in a designated trade; and
(iv) such other factors as he may consider fit in the circumstances of the case, by notice in writing, require an employer to impart training to such number of graduate or technician apprentices [technician (vocational) apprentices]43, in such trade in his establishment as may be specified in such notice and the employer shall comply with such requisition.

Explanation – In this sub-section the expression “management trainee” means a person who is engaged by an employer for undergoing a course of training in the establishment of the employer (not being apprenticeship training under this Act) subject to the condition that on successful completion of such training, such person shall be employed by the employer on a regular basis.]

(4) Several employers may join together for the purpose of providing practical training to the apprentices under them by moving them between their respective establishments.

(5) Where, having regard to the public interest, a number of apprentices in excess of the ratio determined by the Central Government44[ or in excess of the number specified in a notice issued under sub-section (3-A)] should, in the opinion of the appropriate Government be trained, the appropriate Government may require employers to train the additional number of apprentices.

(6) Every employer to whom such requisition as aforesaid is made, shall comply with the requisition if the Government concerned makes available such additional facilities and such additional financial assistance as are considered necessary by the Apprenticeship Adviser for the training of the additional number of apprentices.

43. Ins. by Act 41 of 1986 (w.e.f. 16-12-1987)
Any employer not satisfied with the decision of the Apprenticeship Adviser under sub-section (6), may make a reference to the Central Apprenticeship Council and such reference shall be decided by a Committee thereof appointed by that Council for the purpose and the decision of that Committee shall be final.

9. Practical and basic training of apprentices-

(1) Every employer shall make suitable arrangements in his workshop for imparting a course of practical training to every apprentice engaged by him in accordance with the programme approved by the Apprenticeship Adviser.

(2) The Central Apprenticeship Adviser or any other person not below the rank of an Assistant Apprenticeship Adviser authorised by the State Apprenticeship Adviser in writing in this behalf shall be given all reasonable facilities for access to each such apprentice with a view to test his work and to ensure that the practical training is being imparted in accordance with the approved programme:

Provided that the State Apprenticeship Adviser or any other person not below the rank of an Apprenticeship Adviser authorised by the State Apprenticeship Adviser in writing in this behalf shall also be given such facilities in respect of apprentices undergoing training in establishments in relation to which the appropriate Government is the State Government.

(3) Such of the trade apprentices as have got undergone institutional training in a school or other institution recognised by the National Council or any other institution affiliated to or recognised by a Board or State Council of Technical Education or any other authority which the Central Government may, by notification in the Official Gazette, specify in this behalf, shall, before admission in the workshop for practical training, undergo a course of basic training.

(3) Where an employer employs in his establishment five hundred or more workers, the basic training shall be imparted to the trade apprentices either in separate parts of the workshop building or in a separate building which shall be set up by the employer himself, but the appropriate Government may grant loans to the employer on easy terms and repayable by easy installments to meet the cost of the land, construction and equipment for such separate building.

(4-A) Notwithstanding anything contained in sub-section (4), if the number of apprentices to be trained at any time in any establishment in which five hundred or more workers are employed, is less than twelve the employer in relation to such establishment may depute all or any of such apprentices to any Basic Training Centre or Industrial Training Institute for basic training in any designated trade, in either case, run by the Government.

(4-B) Where an employer deputes any apprentice under sub-section (4-A), such employer shall pay to the Government the expenses incurred by the Government on such training, at such rate as may be specified by the Central Government.

(5) Where an employer employs in his establishment less than five hundred workers, the basic training shall be imparted to the trade apprentices in training institutes set by the Government.

(6) In any such training institute, which shall be located within the premises of the most suitable establishment in the locality or at any other convenient place the trade apprentices engaged by two or more employers may be imparted basic training.

(7) In case of an apprentice other than a graduate or technician apprentice, the syllabus of, and the equipment to be utilised for, practical training including basic training shall be such as may be approved by the Central Government in consultation with the Central Apprenticeship Council.

(7-A) In case of graduate or technician apprentices the programme of apprenticeship training and the facilities required for such training in any subject field in engineering or technology or vocational course shall be such as may be approved by the Central Government in consultation with the Central Apprenticeship Council.

(8) (a) Recurring costs (including the cost of stipends) incurred by an employer in connection with imparted to trade apprentices other than those referred to in clauses (a) and (aa) of Section 6 shall be borne-

(i) If such employer employs two hundred and fifty workers or more, by the employer;

(ii) If such employer employs less than two hundred and fifty workers, by the employer and the Government in equal shares up to such limit as may be laid down by the Central Government and beyond that limit, by the employer alone; and

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53. Ins. by Act 41 of 1986 (w.e.f.16-12-1987).
55. Ins. by Act 41 of 1986 (w.e.f. 16-12-1987)
56. Ins. by Act 41 of 1986 (w.e.f. 16-12-1987)
(b) recurring costs (including the cost of stipends), if any, incurred by an employer in connection with practical training, including basic training, imparted to trade apprentices referred to in clauses (a) and (aa) of Section 6 shall, in every case, be borne by the employer.

(c) recurring costs (excluding the cost of stipends) incurred by an employer in connection with the practical training imparted to graduate or technician apprentices [technician (vocational) apprentices] shall be borne by the employer and the cost of stipends shall be borne by the Central Government and the employer in equal shares up to such limit as may be laid down by the Central Government and beyond that limit, by the employer alone.

10. **Related instruction of apprentices**

   (1) **A trade apprentice** who is undergoing practical training in an establishment shall, during the period of practical training, be given a course of related instruction (which shall be appropriate to the trade) approved by the Central Government in consultation with the Central Apprenticeship Council, with a view to giving the trade apprentice such theoretical knowledge as he needs in order to become fully qualified as a skilled craftsman.

   (2) Related instruction shall be imparted at the cost of the appropriate Government but the employer shall, when so required, afford all facilities for imparting such instruction.

   (3) Any time spend by a trade apprentice in attending classes on related instruction shall be treated as part of his paid period of work.

   (4) In case of trade apprentices who, after having undergone a course of institutional training, have passed the trade tests conducted by the National Council or have passed the trade tests and examinations conducted by a Board or State Council of Technical Education or any other authority which the Central Government may, by notification in the Official Gazette, specify in this behalf, the related instruction may be given on such reduced or modified scale as may be prescribed.

   (5) Where any person has, during his course in technical institution, become a graduate or technician apprentice and during his apprenticeship training he has to receive related instruction, then, the employer shall release such person from practical training to receive the related instruction in such institution, for such period as may be specified by the Central Apprenticeship Adviser or by any other person not below the rank of an Assistant Apprenticeship Adviser authorised by the Central Apprenticeship Adviser in writing in this behalf.]

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63. Ins. by Act 41 of 1986 (w.e.f. 16-12-1987)
68. Ins. by Act 41 of 1986 (w.e.f. 16-12-1987).
11. **Obligation of employers**

Without prejudice to the other provisions of this Act, every employer shall have the following obligations in relation to an apprentice, namely-

(a) to provide the apprentice with the training in his trade in accordance with the provisions of this Act, and the rules made thereunder;

(b) if the employer is not himself qualified in the trade, to ensure that a person [who possesses the prescribed qualifications] is placed in charge of the training of the apprentice; [***]  

71[(bb) to provide adequate instructional staff, possessing such qualifications as may be prescribed, for imparting practical and theoretical training and facilities for trade test of apprentices; and ]

(c) to carry out his obligations under the contract of apprenticeship.

12. **Obligations of apprentices**

72[(1) Every trade apprentice undergoing apprenticeship training shall have the following obligations, namely:-

(a) to learn his trade conscientiously and diligently and endeavour to qualify himself as a skilled craftsman before the expiry of the period of training;

(b) to attend practical and instructional classes regularly;

(c) to carry out all lawful orders of his employer and superiors in the establishments; and

(d) to carry out his obligations under the contract of apprenticeship.

73[(2) Every graduate or technician apprentice [technician (vocational) apprentice] undergoing apprenticeship training shall have the following obligations namely:-

(a) to learn his subject field in engineering or technology [or vocational course] conscientiously and diligently at his place of training;

(b) to attend the practical and instructional classes regularly;

(c) to carry out all lawful orders of his employers and superiors in the establishment;

(d) to carry out his obligations under the contract of apprenticeship which shall include the maintenance of such records of his work as may be prescribed.]
13. **Payment to apprentices**-

(1) The employer shall pay to every apprentice during the period of apprenticeship training such stipend at a rate not less than the prescribed minimum rate, or the rate which was being paid by the employer on 1st January, 1970 to the category of apprentices under which such apprentice falls, whichever is higher] as may be specified in the contract of apprenticeship and the stipend so specified shall be paid at such intervals and subject to such conditions as may be prescribed.

(2) An apprentice shall not be paid by his employer on the basis of piece work nor shall he be required to take part in any output bonus or other incentive scheme.

14. **Health, safety and welfare of apprentices**-

Where any apprentices are undergoing training in a factory, the provisions of Chapters III, IV and V of the Factories Act, 1948, shall apply in relation to the health, safety and welfare of the apprentices as if they were workers within the meaning of that Act and when any apprentices are undergoing training in a mine, that provisions of Chapter V of the Mines Act, 1952, shall apply in relation to the health and safety of the apprentices as if they were persons employed in the mine.

15. **Hours of work, overtime, leave and holidays**-

(1) The weekly and daily hours of work of an apprentice while undergoing practical training in a workshop shall be such as may be prescribed.

(2) No apprentice shall be required or allowed to work overtime except with the approval of the Apprenticeship Adviser who shall not grant such approval unless he is satisfied that such overtime is in the interest of the training of the apprentice or in the public interest.

(3) An apprentice shall be entitled to such leave as may be prescribed and to such holidays as are observed in the establishment in which he is undergoing training.

16. **Employer's liability for compensation for injury**-

If personal injury is caused to an apprentice, by accident arising out of and in the course of his training as an apprentice, his employer shall be liable to pay compensation which shall be determined and paid, so far as may be, in accordance with the provisions of the Workmen's Compensation Act, 1923, subject to the modifications specified in the Schedule.

17. **Conduct and discipline**

In all matters of conduct and discipline, the apprentice shall be governed by the rules and regulations applicable to employees of the corresponding category] in the establishment in which the apprentice is undergoing training.

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18. **Apprentices are trainees and not workers**-

Save as otherwise provided in this Act,-

(a) every apprentice undergoing apprenticeship training in a designated trade in an establishment shall be trainee and not a worker; and

(b) the provisions of any law with respect to labour shall not apply to or in relation to such apprentice.

19. **Records and returns**-

(1) Every employer shall maintain records of the progress of training of each apprentice undergoing apprenticeship training in his establishment in such form as may be prescribed.

(2) Every such employer shall also furnish such information and return in such form, to such authorities and at such intervals as may be prescribed.

20. **Settlement of disputes**-

(1) Any disagreement or dispute between an employer and an apprentice arising out of the contract to apprenticeship shall be referred to the Apprenticeship Adviser for decisions.

(2) Any person aggrieved by the decision of the Apprenticeship Adviser under sub-section (1) may, within thirty days from the date of communication to him of such decision, prefer an appeal against the decision to the Apprenticeship Council and such appeal shall be heard and determined by a committee of that Council appointed for the purpose.

(3) The decision of the Committee under subsection (2) and subject only to such decision, the decision of the Apprenticeship Adviser under subsection (1) shall be final.
21. **Holding of test and grant of certificate and conclusion of training**

(1) Every [trade apprentice] who has completed the period of training shall appear for a test to be conducted by the National Council to determine his proficiency in the designated trade in which he has undergone his apprenticeship training.

(2) Every [trade apprentice] who passes the test referred to in sub-section (1) shall be granted a certificate of proficiency in the trade by the National Council.

(3) The progress in apprenticeship training of every graduate or technician apprentice shall be assessed by the employer from time to time.

(4) Every graduate or technician apprentice or technician (vocational) apprentice who completes his apprenticeship training to the satisfaction of the concerned Regional Board, shall be granted a certificate of proficiency by that Board.

(5) Every graduate or technician apprentice or technician (vocational) apprentice, who completes his apprenticeship training to the satisfaction of the concerned Regional Board, shall be granted a certificate of proficiency by that Board.

22. **Offer and acceptance of employment**

(1) It shall not be obligatory on the part of the employer to offer any employment to any apprentice who has completed the period of his apprenticeship training in his establishment, nor shall it be obligatory on the part of the apprentice to accept any employment under the employer.

(2) Notwithstanding anything in sub-section (1), where there is a condition in a contract of apprenticeship that the apprentice shall, after the successful completion of the apprenticeship training, serve the employer, the employer shall, on such completion, be bound to offer suitable employment to the apprentice, and the apprentice shall be bound to serve the employer in that capacity for such period and on such remuneration as may be specified in the contract.

Provided that where such period of remuneration is not, in the opinion of the Apprenticeship Adviser, reasonable, he may revise such period or remuneration so as to make it reasonable, and the period or remuneration so revised shall be deemed to the period of remuneration agreed to between the apprentice and the employer.

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84. Subs. by Act 41 of 1986.
85. Ins. by Act 41 of 1986 (w.e.f. 16-12-1986)
CHAPTER - III

AUTHORITIES

23. **Authorities**

(1) In addition to the Government, there shall be the following authorities under this Act, namely:-

(a) The National Council,
(b) The Central Apprenticeship Council,
(c) The State Council,
(d) The State Apprenticeship Council,
(e) The All India Council,  
(f) The Regional Boards,
(g) The Boards or State Council of Technical Education,  
(h) The Central Apprenticeship Adviser, and
(i) The State Apprenticeship Adviser.

(2) Every State Council shall be affiliated to the National Council and every State Apprenticeship Council shall be affiliated to the Central Apprenticeship Council.

(2-A) Every Board or State Council of Technical Education and every Regional Board shall be affiliated to the Central Apprenticeship Council.

(3) Each of the authorities specified in subsection (1) shall, in relation to apprenticeship training under this Act, perform such functions as are assigned to it by or under this Act or by the Government:

Provided that a State Council shall also perform such functions as are assigned to it by the National Council and the State Apprenticeship Council and the Board or State Council or Technical Education] shall also perform such functions as are assigned to it by the Central Apprenticeship Council.

24. **Constitution of Councils**-


(2) The Central Apprenticeship Council shall consist of [a Chairman and a Vice Chairman] and such number of other members as the Central Government may think expedient, to be appointed by that Government by notification in the Official Gazette, from among the following categories of persons, namely:

- representatives of employees in establishment in the public and private sectors,
- representatives of the Central Government and of the State Government,
- persons having special knowledge and experience on matters relating to industry, labour and technical education, and
- representatives of the All India Council and of the Regional Boards.

(3) The number of persons to be appointed as members of the Central Apprenticeship Council from each of the categories specified in sub-section (2), the term of office of, the procedure to be followed in the discharge of their functions by, and the manner of filling vacancies among, the members of the Council shall be such as may be prescribed.

(4) The State Apprenticeship Council shall consist of [a Chairman and a Vice Chairman] and such number of other members as the State Government may think expedient, to be appointed by that Government by notification in the Official Gazette from among the following categories or persons, namely:

- representatives of employers in establishments in the public and private sectors,
- representatives of the Central Government and of the State Governments,
- persons having special knowledge and experience on matters relating to industry, labour and technical education, and
- representatives of the Board or of the State Council of Technical Education.

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(5) The number of persons to be appointed as members of the State Apprenticeship Council from each of the categories specified in sub-section (4), the term of office of, the procedure to be followed in the discharge of their functions by, and the manner of filling vacancies among, the members of the Council shall be such as the State Government may, by notification in the Official Gazette, determine.

(6) The fees and allowances, if any, to be paid to [the Chairman and the Vice Chairman]97 and the other members of the Central Apprenticeship Council, shall be such as may be determined by the Central Government and the fees and allowances if any, to be paid to [the Chairman and the Vice-Chairman]98 and the other members of the State Apprenticeship Council shall be such as may be determined by the State Government.

25. **Vacancies not to invalidate acts and proceedings**-

No act done or proceeding taken by the National Council, the Central Apprenticeship Council, the State Council or the State Apprenticeship Council under this Act shall be questioned on the ground merely of the existence of any vacancy in, or defect in the constitution of, such Council.

26. **Apprenticeship Advisers**-

(1) The Central Government shall, by notification in the Official Gazette, appoint a suitable person as the Central Apprenticeship Adviser.

(2) The State Government shall, by notification in the Official Gazette, appoint a suitable person as the State Apprenticeship Adviser.

(3) The Central Apprenticeship Adviser shall be the Secretary to the Central Apprenticeship Council and the State Apprenticeship Adviser shall be the Secretary to the State Apprenticeship Council.

27. **Deputy and Assistant Apprenticeship Advisers**-

(1) The Government 99 may appoint suitable persons as Additional, Joint, Regional, Deputy and Assistant Apprenticeship Advisers to assist the Apprenticeship Adviser in the performance of his functions.

(2) Every Additional, Joint, Regional, Deputy or Assistant Apprenticeship Adviser to assist the Apprenticeship Advisor, perform such functions as may be assigned to him by the Apprenticeship Adviser.

28. **Apprenticeship Advisers to be public servants**

Every Apprenticeship Adviser and 101[every Additional, Joint, Regional, Deputy or Assistant Apprenticeship Adviser] appointed under this Act, shall be deemed to be a public servant within the meaning of Section 21 of the India Penal Code (45 of 1860).

29. **Powers of entry, Inspection, etc.**

(1) Subject to any rule made in this behalf the 102[Central Apprenticeship Adviser, or such other person, not below the rank of an Assistant Apprenticeship Adviser, as may be authorised by the Central Apprenticeship Adviser in writing in this behalf] may-

   (a) with such assistants, as he thinks fit, enter, inspect and examine any establishment or part thereof at any reasonable time;

   (b) examine any apprentice employed therein or require the production of any register, record or other documents maintained in pursuance of this Act and take on the spot or otherwise statements of any persons which he may consider necessary for carrying out the purposes of this Act;

   (c) make such examination and inquiry as he thinks fit in order to ascertain whether the provisions of this Act and the rules made thereunder are being observed in the establishment;

   (d) exercise such other powers as may be prescribed:

     Provided that 103[a State Apprenticeship Adviser or such other person, not below the rank of an Assistant Apprenticeship Adviser, as may be authorised by the State Apprenticeship Adviser in writing in this behalf] may also exercise any of the powers specified in clause (a), (b), (c) or (d) of this sub-section in relation to establishments for which the appropriate Government is the State Government.

(2) Notwithstanding anything in sub-section (1), no person shall be compelled under this section to answer any question or make any statement which may tend directly or indirectly to incriminate him.

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30. **Offences and penalties** -

(1) If any employer-
   (a) engages as an apprentice a person who is not qualified for being so engaged, or
   (b) fails to carry out the terms and conditions of a contract of apprenticeship or
   (c) contravenes the provisions of this Act relating to the number of apprentices which he is required to engage under those provisions,

   he shall be punishable with imprisonment for a term which may extend to six months or with fine or with both.

(2) If any employer or any other person-
   (a) required to furnish any information or return-
      (i) refuses or neglects to furnish such information or return, or
      (ii) furnishes or causes to be furnished any information or return which is false and which is either knows or believes to be false or does not believe to be true, or
      (iii) refuses to answer, or give a false answer to any question necessary for obtaining any information required to be furnished by him, or
   (b) refuses or willfully neglects to afford any reasonable facility for making any entry, inspection, examination or inquiry authorised by or under this Act, or
   (c) requires an apprentice to work overtime without the approval of the Apprenticeship Adviser, or
   (d) employs an apprentice on any work which is not connected with his training, or
   (e) makes payment to an apprentice on the basis of piece-work, or
   (f) requires an apprentice to take part in any output bonus or incentive scheme.

   he shall be punishable with imprisonment for a term which may extend to six months or with fine or with both.

31. ** Penalty where no specific penalty is provided** -

   If any employer or any other person contravenes any provision of this Act for which no punishment is provided in section 30, he shall be punishable with fine which shall not be less than one thousand rupees but may extend to three thousand rupees.

32. **Offences by companies**-

(1) If the person committing an offence under this Act, is a company, every persons who, at the time the offence was committed was in charge of, and was responsible to, the company for the conduct of business of the company, as well as the company, shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly:

Provided that nothing contained in this sub-section shall render any such person liable to such punishment provided in this Act if he proves that the offence was committed without his knowledge or that he exercised all the diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in subsection (1), where an offence under this Act has been committed by a company and it is proved that the offence has been committed with the consent or connivance of, or is attributable to any negligence on the part of, any director, manager, secretary, or other officer of the company, such director, manager, secretary, or other officer shall also be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

33. **Cognizance of offences**-

No court shall take cognizance of any offence under this Act or the rules made thereunder except on a complaint thereof in writing made by the Apprenticeship Adviser [106][or the officer of the rank of Deputy Apprenticeship Adviser and above] within six months from the date on which the offence is alleged to have been committed.

34. **Delegation of powers**-

The appropriate Government, may, by notification in the Official Gazette, direct that any power exercisable by it under this Act or the rules made thereunder shall, in relation to such matters and subject to such conditions, if any, as may be specified in the direction, be exercisable also-

(a) where the appropriate Government is the Central Government, by such officer or authority subordinate to the Central Government or by State Government or by such officer or authority subordinate to the State Government, as may be specified in the notification: and

(b) where the appropriate Government is the State Government, by such officer or authority subordinate to the State Government, as may be specified in the notification.

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35. **Construction of reference**-

(1) Any reference in this Act or in the rules made thereunder to the Apprenticeship Council shall, unless the context otherwise requires, means in relation to apprenticeship training in a designated trade in an establishment in relation to which the Central Government is the appropriate Government, the Central Apprenticeship Council and in relation to apprenticeship training in a designated trade in an establishment in relation to which the State Government in the appropriate Government State Apprenticeship Council.

(2) Any reference in this Act or in the rules made thereunder to the Apprenticeship Adviser shall, unless the context otherwise requires-

(a) means in relation to apprenticeship training in a designated trade in an establishment in relation to which the Central Government is the appropriate Government, the Central Apprenticeship Adviser and in relation apprenticeship training in a designated trade in an establishment in relation to which the State Government is the appropriate Government, the State Apprenticeship Adviser:

(b) be deemed to include [an Additional, a Joint, a Regional, a Deputy or an Assistant Apprenticeship Adviser] ¹⁰⁷ performing the functions of the Apprenticeship Adviser assigned to him under subsection (2) of Section 27.

36. **Protection of action taken in good faith**-

(1) No suit, prosecution or other legal proceeding shall lie against any person for anything which is in good faith done or intended to be done under this Act.

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37. **Power to make rules**-

(1) The Central Government may, after consulting the Central Apprenticeship Council, by notification in the Official Gazette, make rules for carrying out the purposes of this Act.

(2) Rules made under this Act may provide that a contravention of any such rule shall be punishable with fine which may extend to fifty rupees.

(3) Every rule made under this section shall be laid as soon as may be after it is made before such House of Parliament while it is in session for a total period of thirty days which may be composed in one session [108] [or in two or more successive sessions, and if before the expiry of the session immediately following the session or the successive sessions aforesaid] both Houses agree in making any modification in the rules or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so however that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

38. **Repeal**

[Repealed by Act 52 of 1964]

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THE SCHEDULE

(See Section 16)

MODIFICATIONS IN THE WORKMEN'S COMPENSATION ACT, 1923,
IN ITS APPLICATION TO APPRENTICES UNDER THE
APPRENTICES ACT, 1961

In the Workmen's Compensation Act, 1923-

(1) in Section 2-
   (a) for clause (e), substitute-
   "(e) 'employer' means as employer as defined in the Apprentices Act,
   1962, who has engaged one or more apprentices,"
   (b) omit clause (k);
   (c) for clause (m), substitute-
   "(m) 'wages means the stipend payable to an apprentice under Section
   13(1) of the Apprentices Act, 1961,";
   (d) for clause (n), substitute-
   "(n) 'workman' means any persons who is engaged as an apprentice as
   defined in the Apprentices Act, 1961, and who in the course of his
   apprenticeship training is employed in any such capacity as is specified in
   Schedule II";

(2) omit Section 12;
(3) omit Section 15;
(4) omit the proviso to Section 21(1);
(5) omit the words " or a registered Trade Union" in Section 24;
(6) omit clause (d) in Section 30(1);
(7) omit clauses (vi), (xii), (xiii), (xvii), (xviii), (xx), (xxii), (xxiv), (xxv) and (xxvi) in
    Schedule II.
MINISTRY OF LABOUR AND EMPLOYMENT
(Directorate General of Employment and Training)

NOTIFICATION

New Delhi, the 18th December, 2014

S.O. 3238(E).—In exercise of the powers conferred by sub-section (2) of section 1 of the Apprentices (Amendment) Act, 2014 (29 of 2014), the Central Government hereby appoints the 22nd day of December, 2014 as the date on which the said Act shall come into force.

[F. No. DGET-1(1)/2014-AP]

ALOK KUMAR, Director General/Jt. Secy.
MINISTRY OF LAW AND JUSTICE
(Legislative Department)

New Delhi, the 8th December, 2014/Agrahayana 17, 1936 (Saka).

The following Act of Parliament received the assent of the President on the 5th December, 2014, and is hereby published for general information:

THE APPRENTICES (AMENDMENT) ACT, 2014
(No. 29 of 2014)

[5th December, 2014.]

An Act further to amend the Apprentices Act, 1961.

Be it enacted by Parliament in the Sixty-fifth Year of the Republic of India as follows:—

1. (1) This Act may be called the Apprentices (Amendment) Act, 2014.

(2) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint.

2. In the Apprentices Act, 1961 (hereinafter referred to as the principal Act), in section 2,—

(i) in clause (d), in sub-clause (I), after item (ii), the following item shall be inserted, namely:

“(bb) any establishment which is operating business or trade from different locations situated in four or more States, or”;

S2 of 1961
(ii) for clauses (e), (f) and (k), the following clauses shall respectively be substituted, namely:—

"(e) "designated trade" means any trade or occupation or any subject field in engineering or non-engineering or technology or any vocational course which the Central Government, after consultation with the Central Apprenticeship Council, may, by notification in the Official Gazette, specify as a designated trade for the purposes of this Act;

(f) "graduate or technician apprentice" means an apprentice who holds, or is undergoing training in order that he may hold a degree or diploma in engineering or non-engineering or technology or equivalent qualification granted by any institution recognised by the Government and undergoes apprenticeship training in any designated trade;

(k) "industry" means any industry or business in which any trade, occupation or subject field in engineering or non-engineering or technology or any vocational course may be specified as a designated trade or optional trade or both;";

(iii) after clause (i), the following clauses shall be inserted, namely:—

"(l) "optional trade" means any trade or occupation or any subject field in engineering or non-engineering or technology or any vocational course as may be determined by the employer for the purposes of this Act;

(l) "portal-site" means a website of the Central Government for exchange of information under this Act;";

(iv) in clause (pp), for the words "such subject field in any vocational course as may be prescribed", the words "designated trade" shall be substituted;

(v) for clauses (g) and (r), the following clauses shall be substituted, namely:—

"(q) "trade apprentice" means an apprentice who undergoes apprenticeship training in any designated trade;

(r) "worker" means any person working in the premises of the employer, who is employed for wages in any kind of work either directly or through any agency including a contractor and who gets his wages directly or indirectly from the employer but shall not include an apprentice referred to in clause (oa).".

3. In section 3 of the principal Act, for clause (a), the following clause shall be substituted, namely:—

"(a) is not less than fourteen years of age, and for designated trades related to hazardous industries, not less than eighteen years of age; and".

4. In section 4 of the principal Act,—

(i) for sub-section (j), the following sub-sections shall be substituted, namely:—

"(j) Every contract of apprenticeship entered into under sub-section (i) shall be sent by the employer within thirty days to the Apprenticeship Adviser until a portal-site is developed by the Central Government, and thereafter the details of contract of apprenticeship shall be entered on the portal-site within seven days, for verification and registration.

(4A) In the case of objection in the contract of apprenticeship, the Apprenticeship Adviser shall convey the objection to the employer within fifteen days from the date of its receipt.

(4B) The Apprenticeship Adviser shall register the contract of apprenticeship within thirty days from the date of its receipt."

(ii) sub-section (5) shall be omitted.
5. After section 5 of the principal Act, the following sections shall be inserted, namely:

"5A. The qualification, period of apprenticeship training, holding of test, grant of certificate and other conditions relating to the apprentices in optional trade shall be such as may be prescribed.

5B. The employer may engage apprentices from other States for the purpose of providing apprenticeship training to the apprentices."

6. In section 6 of the principal Act,—

(i) in clause (a), for the words "determined by that Council", the word "prescribed" shall be substituted;

(ii) for clause (aa), the following clause shall be substituted, namely:

"(aa) in the case of trade apprentices who, having undergone institutional training in a school or other institution affiliated to or recognised by a Board or State Council of Technical Education or any other authority or courses approved under any scheme which the Central Government may, by notification in the Official Gazette specify in this behalf, have passed the trade tests or examinations conducted by that Board or State Council or authority or by any other agency authorised by the Central Government, the period of apprenticeship training shall be such as may be prescribed;"

7. For section 8 of the principal Act, the following section shall be substituted, namely:

"8 (1) The Central Government shall prescribe the number of apprentices to be engaged by the employer for designated trade and optional trade.

(2) Several employers may join together either themselves or through an agency, approved by the Apprenticeship Adviser, according to the guidelines issued from time to time by the Central Government in this behalf, for the purpose of providing apprenticeship training to the apprentices under them."

8. In section 9 of the principal Act,—

(i) for sub-section (1), the following sub-section shall be substituted, namely:

"(1) Every employer shall make suitable arrangements in his workplace for imparting a course of practical training to every apprentice engaged by him;",

(ii) for sub-section (3), the following sub-section shall be substituted, namely:

"(3) Such of the trade apprentices who have not undergone institutional training in a school or other institution recognised by the National Council or any other institution affiliated to or recognised by a Board or State Council of Technical Education or any other authority which the Central Government may, by notification in the Official Gazette, specify in this behalf, shall, before admission in the workplace for practical training, undergo a course of basic training and the course of basic training shall be given to the trade apprentices in any institute having adequate facilities;"

(iii) sub-sections 4A, 4B, 5 and 6 shall be omitted.
(iv) for sub-section (7) and sub-section (7A), the following sub-sections shall be substituted, namely:

“(7) In the case of an apprentice other than a graduate or technician apprentice or technician (vocational) apprentice, the syllabus of and the equipment to be utilised for practical training including basic training in any designated trade shall be such as may be approved by the Central Government in consultation with the Central Apprenticeship Council.

(7A) In the case of graduate or technician apprentices or technician (vocational) apprentices, the programme of apprenticeship training and the facilities required for such training in any designated trade shall be such as may be approved by the Central Government in consultation with the Central Apprenticeship Council.”;

(v) in sub-section (8), in clause (c), after the words “employer alone”, the words “except apprentices who holds degree or diploma in non-engineering” shall be inserted.

9. In section 15 of the principal Act,—

(i) for sub-section (1), the following sub-section shall be substituted, namely:—

“(1) The weekly and daily hours of work of an apprentice while undergoing practical training in a workplace shall be as determined by the employer subject to the compliance with the training duration, if prescribed.”;

(ii) for sub-section (3), the following sub-section shall be substituted, namely:—

“(3) An apprentice shall be entitled to such leave and holidays as are observed in the establishment in which he is undergoing training.”;

10. In section 19 of the principal Act, for sub-section (2), the following sub-sections shall be substituted, namely:—

“(2) Until a portal-site is developed by the Central Government, every employer shall furnish such information and return in such form as may be prescribed, to such authorities at such intervals as may be prescribed.

(3) Every employer shall also give trade-wise requirement and engagement of apprentices in respect of apprenticeship training on portal-site developed by the Central Government in this regard.”.

11. In section 21 of the principal Act,—

(i) for sub-section (1), the following sub-section shall be substituted, namely:—

“(1) Every trade apprentice who has completed the period of training may appear for a test to be conducted by the National Council or any other agency authorised by the Central Government to determine his proficiency in the designated trade in which he has undergone apprenticeship training.”;

(ii) in sub-section (2), after the words “National Council”, the words “or by the other agency authorised by the Central Government” shall be inserted.

12. In section 22 of the principal Act, for sub-section (1), the following sub-section shall be substituted, namely:—

“(1) Every employer shall formulate its own policy for recruiting any apprentice who has completed the period of apprenticeship training in his establishment.”.

13. In section 30 of the principal Act,—

(i) for sub-section (1), the following sub-sections shall be substituted, namely:—

“(1) If any employer contravenes the provisions of this Act relating to the number of apprentices which he is required to engage under those provisions,
he shall be given a month's notice in writing, by an officer duly authorised in this behalf by the appropriate Government, for explaining the reasons for such contravention.

(AA) In case the employer fails to reply the notice within the period specified under sub-section (1), or the authorised officer, after giving him an opportunity of being heard, is not satisfied with the reasons given by the employer, he shall be punishable with fine of five hundred rupees per shortfall of apprenticeship month for first three months and thereafter one thousand rupees per month till such number of seats are filled up.

(ii) in sub-section (2),—

(a) after clause (f), the following clauses shall be inserted, namely:

"(g) engages as an apprentice a person who is not qualified for being so engaged, or

(h) fails to carry out the terms and conditions of a contract of apprenticeship."

(b) for the words "imprisonment for a term which may extend to six months or with fine or with both", the words "fine of one thousand rupees for every occurrence" shall be substituted.

(iii) after sub-section (2), the following sub-section shall be inserted, namely:

"(2A) The provisions of this section shall not apply to any establishment or industry which is under the Board for Industrial and Financial Reconstruction established under the Sick Industrial Companies (Special Provisions) Act, 1985."

14. In section 37 of the principal Act, after sub-section (1), the following sub-section shall be inserted, namely:

"(1A) The powers to make rules under this section shall include the power to make such rules or any of them retrospectively from a date not earlier than the date on which this Act received the assent of the President, but no such retrospective effect shall be given to any such rule so as to prejudicially affect the interests of any person to whom such rule may be applicable."
**APPRENTICESHIP RULES, 1992**

In exercise of the powers conferred by, subsection of section 37 Apprentices Act, 1961 (52 of 1961) and after consulting the Central Apprenticeship Council, the Central Government hereby makes the following rules in supersession of the Apprenticeship Rules,1962, except as respects things done or omitted to be done before such supersession, namely:-

1. **Short title and commencement** –

   (1) These rules may be called the Apprenticeship Rules,1992.

   (2) They shall come into force on the date of their publication in the Official Gazette.

2. **Definitions** -In these rules, unless the context otherwise requires:-

   (1) "Act" means the Apprentices Act,1961 (52 of 1961);

   (2) "Diploma Holder" means a person who holds a diploma in engineering or technology or equivalent qualification granted by a State Board of Technical Education, or recognised by the State Government concerned or the Central Government.

   (3) "Engineering Graduate" means a person, who-

      (a) holds a degree in engineering or technology granted by-

         (i) a statutory University, or

         (ii) an institution empowered to grant such degree by an Act of Parliament;
(b) has passed the graduateship examination of professional bodies recognized by the Central Government as equivalent to degree; or

(c) holds the qualifications which exempt him from Sections A and B examinations of the Institution of Engineers (India).

(4) "Vocational Certificate Holder" means a person who holds a certificate in a Vocational Course, involving two years of study after the completion of secondary stage of school education, recognized by the All India Council for Technical Education;

(5) "National Classification of Occupations" means the National Classification of Occupations adopted by the Government of India, Ministry of Labour Directorate General of Employment and Training;

(6) "Registered Medical Practitioner" means a person whose name is entered in the register maintained under any law for the time being in force in any State regulating the registration of practitioners of medicine;

(7) "Sandwich Course Student" means a student undergoing a Sandwich Course of studies at any of the technical institutions recognised for the purpose and leading to the award of degree or diploma in engineering or technology;

(8) "Schedule" means the Schedule appended to these rules;

(9) "Standard Industrial Classification" means the Standard Industrial Classification adopted by the Government of India, Ministry of Labour, Directorate General of Employment and Training;
(10) All the words and expressions, not defined here in these rules, but defined in the Act, shall have the same meaning as given to them in the said Act.

3. **Standard of Education** -

(1) A person shall be eligible for being engaged as a trade apprentice - if he satisfies the minimum educational qualifications as specified in Schedule-1.

(2) A person shall be eligible for being engaged as a Graduate or Technician (Vocational) apprentice if he satisfies one of the minimum educational qualifications specified in Schedule-IA:

**Provided that:-**

(a) no Engineering Graduate or Diploma Holder or Vocational Certificate holder who had training or job experience for a period one year or more, after the attainment of these qualifications shall be eligible for being engaged as an apprentice under the Act;

(b) no Sandwich Course Student shall be eligible for being engaged as an apprentice under the Act after passing the final examination of the technical institution wherein such student is undergoing the course unless so approved by the Regional Central Apprenticeship Advisers;

(c) a person who has been a Graduate or Technician or Technician (Vocational) apprentice under the Act and in whose case the contract of apprenticeship was terminated for any reason whatsoever shall not be eligible for being engaged as an apprentice again
under the Act without the prior approval of the Apprenticeship Adviser.

4. **Standard of Physical Fitness**

   (1) A person shall be eligible for being engaged as an apprentice if he satisfied the minimum standards of physical fitness specified in Schedule-II. Provided that a person who has undergone institutional training in a school or other institution recognised by or affiliated to the National Council or the All India Council or a Statutory University or a State Board of Technical Education and has passed the examination or tests conducted by these bodies, or is undergoing institutional training in a school or institution so recognised or affiliated in order that he may require a degree or diploma in engineering or technology or certificate in vocational course or equivalent qualification shall, if he has already undergone medical examination in accordance with the rules for the admission to the school or institution, be deemed to have complied with the provisions of this rule.

   2Provided further that the standards of fitness specified for item (4) relating to "EARS" and item (6) relating to "SPEECH" of schedule II shall not apply in the case of a person who is deaf or dumb or deaf and dumb for the following trades, namely:-

   (a) **Building and Furniture Trades Group:**

   1. Plumber
   2. Carpenter.
3. Furniture and Cabinet Maker.

4. Sports Goods Maker (Wood)

(b) Draughtsmen and Surveyors Trades Group

1. Draughtsman (Civil)

(c) Printing Trades Group.

1. Process Cameraman.

2. Retoucher Lithographic.

3. Engraver.


(d) Hotel & Catering Trades Group

1. Cook (General).

2. Cook (Vegetarian).


(e) Cutting and Tailoring Trades Group.

1. Designer and Master Cutter.

2. Tailor (Men)

3. Tailor (Women)

4. Tailor (General)

(f) Agriculture Trades Group
1. Horticulture Assistant.

**[g] Painting Trades Group**

1. Painter (General).

**[h] Group No.1-Machine Shop Trades Group:**

1. Fitter
2. Turner.

**[i] Group No.3-Metal Working Trades Group:**

1. Sheet Metal Worker.
2. Welder (Gas and Electric)

**[j] Group No.4-Electrical Trades Group**

1. Wireman.

(2) Without prejudice to the generality of the foregoing provision where a physically handicapped person registered at any Employment Exchange is declared, by either the medical board attached to Special Employment Exchanges for the physically handicapped or the local Civil Surgeon(where such Medical Board has not been constituted) to be physically fit for being engaged as an apprentice in any of the designated trades under the Apprentices Act. 1961, he may be engaged as an apprentice in that trade.

5. **Reservation of Training Places:**
In respect of each of the states specified in column (2) of the Schedule-IIA training places shall be reserved by the employer for the Schedule Castes and Scheduled Tribes in every designated trade so that the ratio of the apprentices belonging to the Scheduled Castes and Scheduled Tribes to the total number of apprentices in such designated trade or trades shall be specified in columns(3) and (4) of the said Schedule (and where there is more than one designated trade in an establishment such training places shall be reserved also on the basis of total number of apprentices in all designated trades in such establishments).

Provided that when the prescribed number of persons belonging either to the Scheduled Castes or to the Scheduled Tribes are not available, the training places so reserved for them may be filled by persons belonging to the Scheduled Tribes or as the case may be, to the Scheduled Caste and if the prescribed training places can not be filled even in the above given manner, then the training places so lying unfilled may be filled by persons not belonging to the Scheduled Castes or the Scheduled Tribes.

6. **Registration of Contract of Apprenticeship** :

(1) Every employer shall send to the Apprenticeship Adviser the contract of apprenticeship for registration within three months of the date on which it was signed.

(2)(a) The Central Government may specify, model contract forms for the following categories of apprentices:-

(i) Trade Apprentices:

(ii) Graduate. Technician and Technician (Vocational) Apprentices
(b) The model contract form as may be specified by the Central Government with such variation as the circumstances of each case may require, be used for the respective purposes therein mentioned.

(3) The obligation of the employer and that of the trade apprentice shall be as specified in Schedule-V. The terms and conditions in respect of graduate, technician and technician (vocational) apprentices shall be as specified in Schedule-VI.

7. **Period of Apprenticeship Training**

(1) The period of apprenticeship training in the case of trade apprentices referred to in clause (b) of Section 6 of the Act shall be as specified in schedule-I.

(2)(a) Where a trade apprentice is unable to complete the full apprenticeship course within the periods prescribed in sub-rule (1) or to take the final test owing to illness or other circumstances beyond his control, the establishment concerned shall extend the period of his apprenticeship until he completes the full apprenticeship course and the next test is held if so required by the Apprenticeship Adviser, Similar extension of the period of training may also be allowed in the case of those trade apprentices who having completed the course, fail in the final test. A trade apprentice who fails in the second test shall not be allowed any extension of the period of training.

(b) (i) Where a trade apprentice is unable to complete the period of apprenticeship training due to strike or lockout or layoff in an establishment where he is undergoing training and is not instrumental for the same, the period of his apprenticeship training shall be extended
for a period equal to the period of strike or lockout or layoff, as the case may be, and he shall be paid stipend during the period of such strike or lockout or layoff or for a maximum period of six months, which ever is less;

(ii) If the strike or lockout or layoff is likely to continue for a longer period, the employer shall follow the procedure for novation of contract of apprenticeship of a trade apprentice referred to in clause (i) with the other employer as specified in section 5 of the Act.

(3) In the case of trade apprentices other than those covered by clause (a) of section 6 of the Act, the first six months of the period of training shall be treated as period of probation.

(4)(a) The period of apprenticeship training in the case of Engineering Graduates, Diploma holders and Vocational Certificate holders shall be one year.

(b) In the case of Sandwich Course Students, the period of practical training they undergo as part of apprenticeship course of studies shall be the period of apprenticeship training.

(c) Where a Graduate/Technician/Technician (Vocational) Apprentice is unable to complete the period of Apprenticeship Training due to strike/lockout/layoff in an establishment where he is undergoing training and is not instrumental in the same, the period of his Apprenticeship Training would be extended equal to the period of strike/lockout/layoff and he shall be paid stipend during the period
of such strike/lock out/layoff or for a maximum period of six months.
whichever is less.

(d) If the strike/lock out/lay off is likely to continue for a longer period,
the employer shall follow the procedure for novation of contract of
apprenticeship for the apprentices referred to in clause (c) with the
other employer as specified in section 5 of the Act.

8. **Compensation for termination of apprenticeship**

Where the contract of apprenticeship is terminated through failure on the part
of any employer in carrying out the terms and conditions thereof, such
employer shall be liable to pay the apprentice compensation of an amount
equivalent to his three months last drawn stipend.

9. **Qualifications of persons placed in charge of the training of apprentices**

A person placed in charge of the training of apprentices by the employer shall
possess the qualifications specified in Schedule IV to these rules.

The person so appointed shall be of the appropriate level commensurate
with the number of seats located for apprenticeship training and size of the
establishment.

9\(a\) **Staffing pattern and qualifications of instructional staff for**

**practical and basic training of apprentices**

Staffing pattern and qualifications of instructional staff for imparting practical
and basic training to apprentices shall be as specified in Schedule IV A

10. **Maintenance of record of work by apprentices**
Every Graduate or Technician or Technician (Vocational) Apprentice shall maintain a daily record of the work done by him relating to the apprenticeship training in the form of a workshop or laboratory note book.

11. **Payment of stipend to apprentices:**

   (1) The minimum rate of stipend payable to trade apprentices shall be as follows, namely:

   a. During the First Year of Training Rs.820/-per month.

   b. During the Second year of Training Rs.940/-per month.

   c. During the Third year of Training Rs.1090/-per month.

   d. During the Fourth year of Training Rs.1230/-per month.

   Provided that in the case of trade apprentices referred to in clause (a) of section 6 of the Act, the period of training already undergone by them in a school or other institution recognised by the National Council, shall be taken into account for the purpose of determining the rate of stipend payable.

   (2) The minimum rates of stipend payable to Graduate, Technician and Technician (Vocational) Apprentices shall be as follows namely:

   a. Engineering graduates Rs.1970/-per month

   b. Sandwich course Rs.1400/-per month.
(Students from Degree institutions)

c. Diploma holders Rs.1400/-per month
(for post-institutional training)
d. Sandwich course Rs.1140/-per month.

(Students from Diploma institutions)
e. Vocational Certificate holder. Rs.1090/-per month.

(3) The stipend for a particular month shall be paid by the tenth day of the following month.

(4) No deduction shall be made from the stipend for the period during which an apprentice remains on casual leave or medical leave. Stipend shall, however, not be paid for the period for which an apprentice remains on extraordinary leave.

(5) Notwithstanding anything contained in this rule, where an establishment has a system of deferred payment whereby only a portion of the stipend is paid to the apprentice every month and the balance is paid to the apprentice on the completion of training such establishment shall be free to continue such system provided that the minimum amount paid to the apprentices every month shall not be less than the monthly stipend prescribed under these rules and no deduction is made from the said accumulated amount on any account. Establishments which do not already have such a system shall be free to institute a system on the same conditions.

(6) The continuance of payment of stipend to an apprentice shall be subject to the work and conduct of the apprentice being satisfactory.
(7) Where the work and conduct of the apprentice is not satisfactory, the employer shall report the matter to the Apprenticeship Adviser and with his consent may stop the continuance of payment of stipend to the apprentices. Provided that the stipend of an apprentice shall not be stopped without intimating him the grounds thereof and giving him an opportunity of representing against the action proposed.

(8) On report being made by the employer under sub-rule(7) the Apprenticeship Adviser shall give his decision thereon within thirty days of the receipt of the report and where the Apprenticeship Adviser does not communicate to the employer refusal to consent to the stopping of the payment of stipend within the period of thirty days, it shall be deemed that he has consented to the stopping of the stipend.

12. Hours of work:-

(1) The weekly hours of work of a trade apprentice undergoing practical training shall be as follows, namely:-

   (a) The total number of hours per week shall be 42 to 48 hours (including the time spent on Related Instruction)
   (b) Trade apprentices undergoing basic training shall ordinarily work for 42 hours per week including the time spent on Related Instruction.
   (c) Trade apprentices during the second year of apprenticeship shall work for 42 to 45 hours per week including the time spent on Related Instruction.
   (d) Trade apprentice during the third and subsequent years of apprenticeship shall work for the same number of hours per
week as the workers in the trade in the establishment in which
the trade apprentice is undergoing apprenticeship training.

(2) No trade apprentice shall be engaged on such training between the
hours of 10.00 P.M. to 6.00 A.M. except with the prior approval of the
Apprenticeship Adviser who shall give his approval of the Apprenticeship
Adviser who shall give his approval if he is satisfied that it is in the
interest of the training of the trade apprentice or in public interest.

(3) Graduate, Technician and Technician (Vocational) Apprentices shall
work according to the normal hours of work of the department in the
establishment to which they are attached for training.

13. **Grant of leave to apprentices**:–

(1) In establishments where proper leave rules do not exist or the total
leave of different types admissible to their workers is less than thirty
seven days in a year, the apprentice shall be entitled to the following
kinds of leave and subject to the conditions specified under each kind
of leave.

(a) **Casual leave**:–

(i) Casual leave shall be admissible for a maximum period of twelve
days in a year.

(ii) Any holiday intervening during the period of casual leave shall
not be counted for the purpose of the limit of twelve days.

(iii) Casual leave not utilised during any year shall stand lapsed at
the end of the year.

(iv) Casual leave shall not be combined with medical leave. If
casual leave is preceded or followed by medical leave, the entire
leave taken shall be treated either as medical or casual leave, provided that it shall not be allowed to exceed the maximum period prescribed in respect of medical or casual leave, as the case may be.

(v) Except in case of extreme urgency, applications for such leave shall be made to the appropriate authority and sanction obtained prior to availing of leave.

(b) Medical leave.

(i) Medical leave up to fifteen days for each year of training may be granted to the apprentice who is unable to attend duty owing to illness. The unused leave shall be allowed to accumulate up to a maximum of forty days.

(ii) Any holiday intervening during the period of medical leave shall be treated as medical leave and accounted for in the limits prescribed under clause (i) above.

(iii) The employer may call upon the apprentice to produce a medical certificate from a registered medical practitioner in support of his medical leave. A Medical certificate shall, however, be necessary if the leave exceeds six days.

(iv) It shall be open to the employer to arrange a special medical examination of an apprentice if he has reason to believe that the apprentice is not really ill or the illness is not of such a nature as to prevent attendance.
A female apprentice with one surviving child may be granted maternity leave for a period of 90 days from the date of its commencement without payment of stipend and the apprenticeship training period shall be extended accordingly. The monthly stipend shall be paid to the apprentice during such extended period.

(c) Extraordinary leave:-

(i) Extraordinary leave upto a maximum of ten days or more in a year may be granted to the apprentice, after he has exhausted the entire casual & medical leave, if the employer is satisfied with the genuineness of the grounds on which the leave is applied for.

(2) In establishments where proper leave rules exist for workers, the leave to apprentices shall be granted by the employers in accordance with those rules.

Provided that in the case of trade apprentices grant of such leave shall be subject to the following conditions, namely:-

(a) That every apprentice engaged in an establishment which works for five days in a week (with a total of 45 hours per week) shall put in a minimum attendance of 200 days in a year out of which one sixth, namely 33 days shall be devoted to related instructions and 167 days to practical training.

(b) That every apprentice engaged in an establishment which works for 5\(\frac{1}{2}\) days or six days in a week shall put in minimum attendance of 240 days in a year, out of which one sixth, namely
40 days shall be devoted to related instructions and 200 days to practical training.

(c) an apprentice who for any reason is not able to undergo training for the period specified in clause (a) or clause (b) shall be given an opportunity to make up for the shortfall in the following year and shall be eligible to take the test conducted by the National Council:-

(i) If he is engaged in an establishment referred to in clause (a) only if he has completed the period of training and has put in minimum attendance of 600 days or 800 days accordingly as the period of training is three years or four years;

(ii) if he is engaged in an establishment referred to in clause (b) only if he has completed the period of training and has put in a minimum attendance of 720 days or 960 days accordingly as the period of training is three years or four years.

(3) If the trade apprentice is not able to put in the minimum period of attendance specified in clause (c) of the proviso to sub-rule (2) during the period of training for circumstances beyond his control and the employer is satisfied with the ground for shortfall in attendance and certifies that the apprentice has otherwise completed the full apprenticeship course he shall be considered as having completed the
full period of training and shall be eligible to take the test conducted by
the National Council.

(4) If a trade apprentice is not able to put in the minimum period of
apprenticeship specified in clause (c) of the proviso to sub-rule (2)
during the period of training and has not completed the full
apprenticeship course he shall not be considered as having completed
the full period of training and the employer shall, under sub-rule (2) of
rule 7, extend his period of training until he completes the full
apprenticeship course and the next test is held.

14. **Record and returns:**

(1) Establishments referred to in items (b) and (c) of sub-clause (1) of
clause (d) of section 2 of the Act shall submit returns as hereinafter
provided to the respective Regional Director.

(2) Establishments referred to in item (b) of sub-clause (2) of clause (d) of
Section 2 of the Act shall submit returns as hereinafter provided to the respective State Apprenticeship Adviser.

(3) Within seven days from the date a trade apprentice joins an
establishment, the employer shall prepare the return in form
Apprenticeship – 4 in Schedule-III in duplicate and shall submit one
return to the Regional Director or State Apprenticeship Adviser as the case may be, and the other to the Principal or Head of the Institute where Basic Training or Related Instructions shall be imparted.

(4) As soon as a trade apprentice joins the establishment, the employer shall prepare an index card (Envelope) in Form Apprenticeship-I in Schedule-III in duplicate and shall submit one of the cards to the Regional Director or State Apprenticeship Adviser, as the case may be, within a period of fifteen days of the date of registration of the contract of apprenticeship and retain the other one with him.

(5) (a) Every employer shall maintain a record of Basic Training or Practical Training and Related Instructions in Form Apprenticeship-IA in Schedule-III, Information regarding Basic Training or Practical Training shall be based on the syllabus approved by the Central Apprenticeship Council and operations actually performed by the trade apprentice during the half year under review, every employer shall send a copy of this report to the Regional Director or the State Apprenticeship Adviser, as the case may be, at the end of every half year, and the said report shall be kept inside form Apprenticeship-I.

(b) In case where the Basic Training is given to the Trade Apprentices at an institute set up by the Government, reports during the period of such training, giving the required information shall be furnished to the establishment by the Head of the Institute concerned in form Apprenticeship-IA in duplicate.
(c) The details relating to "Trade Theory" "Workshops Calculation and Science" "Engineering Drawing " and “Social Studies " shall be entered periodically in form Apprenticeship-IA, in Schedule-III by the establishments on the basis of half yearly report which is furnished by the authorities imparting relating instructions in Apprenticeship-I (Supplementary).

(6) At the end of each half year every establishment shall in respect of trade apprentices receiving training in the establishment submit a report in form Apprenticeship-2 in Schedule-III to the Regional Director or the State Apprenticeship Adviser, as the case may be, according to the table below alongwith the relevant half yearly report in form Apprenticeship - IA in Schedule-III.

<table>
<thead>
<tr>
<th>Report for period ending</th>
<th>Date by which to be sent</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>15th April</td>
</tr>
<tr>
<td>September</td>
<td>15th October</td>
</tr>
</tbody>
</table>

(7)(a) Every employer shall during the months of November and May, submit to the Regional Director or the State Apprenticeship Adviser, as the case may be, the particulars of such trade apprentices who satisfy the minimum conditions of eligibility to appear in the ensuing trade test in
March or September and the particulars so submitted shall be in form Apprenticeship-3 in Schedule-III.

(b) Having scrutinised the eligibility of such trade apprentices, the Regional Director or the State Apprenticeship Adviser, as the case may be, shall inform the employer the programme of the trade test and name of the trade testing centre.

(c) After receiving the information under clause (b) the employer shall furnish the progress reports in Apprenticeship-I and Apprenticeship-IA in Schedule-III of the eligible trade apprentices to the trade testing officer in advance and not later than seven days before the commencement of the trade test.

(8) Every employer shall maintain a register of attendance of the trade apprentices undergoing apprenticeship training in his establishment and action taken for irregular and unauthorised absence shall be recorded in the said register at the end of each month.

(9) On a Graduate or Technician or Technician (Vocational) apprentice joining an establishment, the employer shall prepare index cards in Form Apprenticeship-5 set out in Schedule-III with complete bio-data and retain one card with himself and forward within ten days from the date of the engagement of the apprentice, one card to each of the following authorities, namely:-

(i) The Central Apprenticeship Adviser:
(ii) The Director, Regional Board of Apprenticeship Training concerned; and

(iii) In the case of Sandwich course student, the technical Institution concerned.

(10) Every employer shall maintain a record of the work done and the studies undertaken by the graduate, technician and technician (Vocational) apprentices engaged in his establishment, for each quarter and at the end of each quarter shall send a report in Form Apprenticeship-6 set out in Schedule-III to the Director, Regional Board of Apprenticeship Training concerned.


**Schedule I**

[See Rule 3(1) and Rule 7 (1)]

**LIST OF DESIGNATED TRADES UNDER THE APPRENTICES ACT, 1961**

**SCHEDULE-IA**

(See rule 3(2))

<table>
<thead>
<tr>
<th>Category of Apprentices</th>
<th>Minimum Educational Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td><strong>2</strong></td>
</tr>
<tr>
<td><strong>Graduate Apprentices</strong></td>
<td></td>
</tr>
<tr>
<td>(a) A degree in engineering or technology granted by a statutory University.</td>
<td></td>
</tr>
<tr>
<td>(b) A degree in engineering or technology granted by an institution empowered to grant such degrees by an Act of Parliament.</td>
<td></td>
</tr>
<tr>
<td>(c) Graduate examination of professional bodies recognised by the Central Government as equivalent to a degree.</td>
<td></td>
</tr>
<tr>
<td>(d) A sandwich course student who is undergoing</td>
<td></td>
</tr>
<tr>
<td>Technician Apprentices</td>
<td>training in order that he may hold a degree in engineering or technology as mentioned at (a) and (b) above.</td>
</tr>
<tr>
<td>------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>a) A diploma in engineering or Technology granted by a State Council or Board of Technical Educational established by a State Government.</td>
</tr>
<tr>
<td></td>
<td>b) A diploma in engineering or technology granted by a University.</td>
</tr>
<tr>
<td></td>
<td>c) A diploma in engineering or technology granted by an Institute recognised by the State Government or Central Government as equivalent to (a) and (b) above.</td>
</tr>
<tr>
<td></td>
<td>d) A sandwich course student who is undergoing training in order that he may hold a diploma mentioned in (a), (b) &amp; (c) above.</td>
</tr>
<tr>
<td>Technician (Vocational) Apprentices</td>
<td>(a) A certificate in vocational Course involving two years of study after the completion of the</td>
</tr>
</tbody>
</table>
secondary stage of school education recognised by
the All India Council for Technical education.

(b) A sandwich course student who is undergoing
training in order that he may hold a certificate
mentioned in (a) above
SCHEDULE-II
(See rule 4)

Standard of physical fitness for training

(1) A candidate should be free evidence of any contagious or infectious disease. He should not be suffering from any disease which is likely to be aggravated by service or is likely to render him unfit for service or endanger the health of the public. He should also be free from evidence of tuberculosis in any form, active or healed.

(2) Height, Weight And Chest

Candidates should satisfy the following minimum standards, namely:

HEIGHT: 137 centimeters; Weight: 25.4 Kilogram; Chest expansion should not be less than 3.8 centimeters irrespective of size of chest:

Provide that where a candidate does not satisfy the said minimum standards but is certified in writing by a Medical Officer not below the rank of an Assistant Surgeon (Gazetted), to be physically fit for being engaged as an apprentice in a particular trade under the Apprentices Act, 1961, he may be engaged as an apprentice in that trade.

(3) EYES

There should be no evidence of any morbid condition of either eye of the lids of either eye which may be liable to risk of aggravation of recurrence.

Standard of Vision
(A) Visual acuity: Candidates having vision in one eye shall eligible to undergo apprenticeship training except in the following seventeen trades, namely:

1. Electrician Aircraft
2. Watch and Clock Mechanic
3. Driver cum Fitter
4. Surveyor
5. Process Cameraman
6. Sirdar
8. Shortfirer/Blaster (Mines)
9. Mate (Mines)
11. Ceramic Moduler
12. Ceramic Caster
13. Ceramic Kiln Operator
14. Ceramic Press Operator
15. Ceramic Modeller
16. Ceramic Decorator
17. Optical worker

(b) Colour vision: Not required

(4) EARS

Hearing must be good in both ears and there should be no sign of suppurative disease. No hearing aid shall be permitted.

(5) SKIN

There should be no evidence of acute or chronic skin disease or chronic ulceration.

(6) SPEECH:

Speech should preferably be without impediment.

(7) ALIMENTARY SYSTEM:
1. Candidates should have sufficient number of natural teeth (in healthy state) for mastication.

2. Spleen should not be palpably enlarged and there should be no evidence of tenderness in the splenic area.

3. Liver should not be palpable or tender.

4. There should be no oral sepsis.

5. There should be no sugar in the urine.

6. Candidates should not be suffering from haemorrhoids, fissures in and testis anal hernia or bubonocele or ischio-rectal abscess or hydrocele.

(8) CARDIO VASCULAR SYSTEM:

1. Blood pressure should not exceed 85 diastolic and 140 systolic.

2. Candidates with low blood pressure (i.e. systolic below 100) should be rejected.

3. There should be no sign of any cardiovascular disease.

(9) RESPIRATORY SYSTEM:

Candidates should be free from all diseases of respiratory system. There should be no deformity of chest which may cause impediment to breathing.

(10) GENITO URINARY SYSTEM

There should be no evidence of genito urinary disease or any abnormality.

(11) SKELETAL SYSTEM:

1. The function of all limbs should be within normal limits.
2. There should be no evidence of serious deformity of the spinal column
   or of the extremities.

(12) **NERVOUS SYSTEM:**

There should be no evidence of any disease of nervous system or of any
mental disease.

(13) **GLANDULAR SYSTEM:**

There should be no evidence of tuberculosis or other disease of the glandular
system including the endocrine glands.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the State</th>
<th>Ratio of Scheduled Caste Apprentices to Total Apprentices</th>
<th>Ratio of Scheduled Tribes Apprentices to Total Apprentices</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Andhra Pradesh</td>
<td>1:8</td>
<td>1:20</td>
</tr>
<tr>
<td>2</td>
<td>Assam</td>
<td>1:17</td>
<td>1:9</td>
</tr>
<tr>
<td>3</td>
<td>Bihar</td>
<td>1:7</td>
<td>1:11</td>
</tr>
<tr>
<td>4</td>
<td>Gujarat</td>
<td>1:14</td>
<td>1:7</td>
</tr>
<tr>
<td>5</td>
<td>Haryana</td>
<td>1:5</td>
<td>1:20</td>
</tr>
<tr>
<td>No.</td>
<td>State/Union Territory</td>
<td>Scale 1:20</td>
<td>Scale 1:17</td>
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<tr>
<td>6</td>
<td>Himachal Pradesh</td>
<td>1:5</td>
<td>1:20</td>
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<tr>
<td>7</td>
<td>Jammu &amp; Kashmir</td>
<td>1:12</td>
<td>1:20</td>
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<tr>
<td>8</td>
<td>Karnataka</td>
<td>1:8</td>
<td>1:20</td>
</tr>
<tr>
<td>9</td>
<td>Kerala</td>
<td>1:11</td>
<td>1:20</td>
</tr>
<tr>
<td>10</td>
<td>Madhya Pradesh</td>
<td>1:8</td>
<td>1:58</td>
</tr>
<tr>
<td>11</td>
<td>Maharashtra</td>
<td>1:17</td>
<td>1:17</td>
</tr>
<tr>
<td>12</td>
<td>Manipur</td>
<td>1:50</td>
<td>1:3</td>
</tr>
<tr>
<td>13</td>
<td>Meghalaya</td>
<td>1:10</td>
<td>1:2</td>
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<tr>
<td>14</td>
<td>Nagaland</td>
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<tr>
<td>15</td>
<td>Orissa</td>
<td>1:7</td>
<td>1:4</td>
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<tr>
<td>16</td>
<td>Punjab</td>
<td>1:4</td>
<td>1:20</td>
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<tr>
<td>17</td>
<td>Rajasthan</td>
<td>1:6</td>
<td>1:8</td>
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<tr>
<td>18</td>
<td>Tamilnadu</td>
<td>1:6</td>
<td>1:20</td>
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<tr>
<td>19</td>
<td>Uttar Pradesh</td>
<td>1:5</td>
<td>1:20</td>
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<td>20</td>
<td>Tripura</td>
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<tr>
<td>21</td>
<td>West Bengal</td>
<td>1:5</td>
<td>1:17</td>
</tr>
<tr>
<td>22</td>
<td>Andman &amp; Nicobar Islands</td>
<td>----</td>
<td>1:6</td>
</tr>
<tr>
<td>23</td>
<td>Arunachal Pradesh</td>
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<tr>
<td>24</td>
<td>Chandigarh</td>
<td>1:8</td>
<td>1:20</td>
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<td>25</td>
<td>Dadar &amp; Nagar Haveli</td>
<td>1:50</td>
<td>1:2</td>
</tr>
<tr>
<td>26</td>
<td>Delhi</td>
<td>1:6</td>
<td>1:13</td>
</tr>
</tbody>
</table>
SCHEDULE-III

(See rule 14)

FORM APPRENTICESHIP -I

Front Side

PERSONAL DETAILS (Envelope Size 23 cms x 15 cms)

Name and address of the establishment:

____________________________________________________________________________________

_________________________________________________________________
<table>
<thead>
<tr>
<th>Registration No. and date of execution of contract of Apprentice</th>
<th>Designated Trade</th>
<th>Date/Year of Birth</th>
<th>Whether belongs SC/ST</th>
<th>Photo of Apprentice (passport size)</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Period of training as per contract</th>
<th>Date of commencement of training</th>
<th>Date of completion of training</th>
<th>Date of completion, if period of training extended</th>
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</thead>
<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name and address of</th>
<th>Name and</th>
<th>Details of previous training, if any</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>Examination passed</td>
<td>Name of School/ Institute</td>
<td>Date</td>
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<td>--------------------</td>
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</tr>
</tbody>
</table>

Educational qualifications at entry

Designated Trade
Basic Training imparted at

Related Instruction imparted at

Signature of Apprentice

Signature of Training Officer

**Back Side**

(I, II & III to be completed by the employer before submitting it to the Trade Testing Officer)

<table>
<thead>
<tr>
<th>I. Total No. of days of attendance during the entire period of apprenticeship training</th>
<th>II. Consolidated assessment of half yearly report (APP-IA) during the entire period of apprenticeship training. Subject % of Sessional Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Practical ...... days out of ........</td>
<td>Trade Theory ..........</td>
</tr>
<tr>
<td>ii) Related Instruction....days out of</td>
<td></td>
</tr>
</tbody>
</table>
iii) Total ........ days out of ........

<table>
<thead>
<tr>
<th>W/Shop Cal. &amp; Science</th>
<th>..........</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engg. Drawing</td>
<td>..........</td>
</tr>
<tr>
<td>Social Studies</td>
<td>..........</td>
</tr>
<tr>
<td>Practical (Basic Training and Shop Training)</td>
<td>..........</td>
</tr>
</tbody>
</table>

### III. Conduct during apprenticeship

### IV. Exemptions obtained by failed candidates in the NCVT Trade Test with Date/Dates

<table>
<thead>
<tr>
<th>Subject</th>
<th>Minimum marks required for exemption</th>
<th>Exemption obtained with marks</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>I Chance</th>
<th>II Chance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>

| Signature of Training Officer | Practical (including sessional work) | 280 |

---
| Trade theor (including sessional work) | 72 |
| Workshop Calculation and Science (including sessional work) | 36 |
| Engineering Drawing | 42 |

---

**FORM APPRENTICESHIP-I**

*(Supplementary)*

Report on Related Instruction for the half year ending ......................

From: Name and address of Industrial Training Institute
To: Name and Address of the Establishment for which Related Instruction of Apprentices is being carried out.................................................................

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Apprentices</th>
<th>Registration No.</th>
<th>Designated Trades</th>
<th>W/Shop Cal. &amp; Science Engg. Drg.</th>
<th>Trade Theory</th>
<th>Social Study</th>
<th>Attendance in days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note:

1. A-Average, BA-Below Average, AA-Above Average
AA-Above 70%, A-50% to 69%, BA-Below 50%
2. In case Basic Training is imparted at the ITI, Form Apprenticeship-IA of such apprentices, completed upto March/September may be attached with this report, in duplicate.

FORM APPRENTICESHIP – IA

To be kept inside Form Apprenticeship-I

Record of Practical Training & Related Instruction

Name of Establishment ............................
Report for the half year ending............

Name of apprentice...............................

Registration No. ...............................

Designated Trade .............................

Name of the ITI for R.I., if the same is not imparted in the establishment........................

<table>
<thead>
<tr>
<th>Serial number of operation as per prescribed list</th>
<th>Name of Operation</th>
<th>Months in which operations performed during the half year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

GRADING ATTENDANCE IN DAYS


<table>
<thead>
<tr>
<th>Trade Theory</th>
<th>W/Shop Cal. &amp; Science</th>
<th>Engineerin Drawing</th>
<th>Social Studies</th>
<th>Practical</th>
<th>Related Instruction</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>Grading</td>
<td>Related Instruction</td>
<td>Practical</td>
<td>Signature of Apprentice</td>
<td>Signature of Training officer</td>
<td></td>
</tr>
<tr>
<td>AA</td>
<td>Above 70%</td>
<td>Above 80%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>50 to 60%</td>
<td>60 to 70%</td>
<td></td>
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</tr>
<tr>
<td>BA</td>
<td>Below 50%</td>
<td>Below 60%</td>
<td></td>
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</tr>
</tbody>
</table>
Note:

Operations performed during half year should be indicated by putting a tick mark in the month column in which performed.
FORM APPRENTICESHIP – 2

Name & address of the establishment  Report for the half year ending

____________________________  (Name of the Manager/Director) ______________

____________________________ _____________________________________

(Name & Designation of the Incharge Officer of Trg.

____________________________

Name of Industry _________________

& Standard Industrial Classification Code No. _________________________________

(Minor) Telex & Telephone No.

Telegraphic Address

Name of product ___________________________

Total number of workers ____________________


<table>
<thead>
<tr>
<th>Sl. no.</th>
<th>Designated Trade</th>
<th>Number of workers other than</th>
<th>Number of apprentices to be engaged</th>
<th>No. of apprentice under training</th>
<th>Remarks/Reasons for shortfall if any</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Fresher</td>
<td>Fresher</td>
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</tbody>
</table>


<table>
<thead>
<tr>
<th></th>
<th>unskilled workers</th>
<th></th>
<th>er Basic trg.</th>
<th></th>
<th>Shop trg.</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>

1. 

2. 

3. 

4. 

etc.

<table>
<thead>
<tr>
<th>*Apprentices joined during half year</th>
<th>*Apprentices completed training during half year</th>
<th>*Apprentices whose contracts terminated during half year</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
</tbody>
</table>
1.

2.

3.

4.

etc.

Number of apprentice under training

Arrangement of Related Instructions on

(i) Day Release Basis

(ii) Block Release Basis

(iii) Any other Basis

Total number of Apprentices

Scheduled Castes Apprentices
Scheduled Tribes Apprentices

Physically Handicapped Apprentices

Women Apprentices

Apprentices under column 5 above are undergoing Basic Training at __________________________________ Related Instructions at own establishments

Apprentices under column 8 above are undergoing
Training at __________________________ Related Instructions at own establishments

(Name of the Basic Training Centre) in trades at Sl. Nos

    at ITI ____________

    in Trades at Sl. Nos. ___

Dated : ____________________________

Signature of Employer
FORM APPRENTICESHIP – 3 (HALF YEARLY)

NOTIFICATION OF DUE COMPLETION

Name of Establishment ____________________________________________________

The apprentices whose particulars are given below are due to complete their period of training on dates shown against each in accordance with the provisions of the Apprentices Act, 1961.

They are being sponsored to appear in the All India Trade Test to be held in March/Sept. ...............  

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the apprentice &amp; his father’s name</th>
<th>Registration number</th>
<th>Designated trade</th>
<th>Date of commencement of trg.</th>
<th>Date of completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>2</td>
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<td>6</td>
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</tbody>
</table>

Signature

Signature
<table>
<thead>
<tr>
<th>Attendance (Likely) on the date of completion training</th>
<th>Maximum possible attendance i.e. total working days of the establishment</th>
<th>Conduct (Very good/Good/Satisfactory)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical</td>
<td>Related Instruction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
</tbody>
</table>

Progress record of these apprentices in Form APP-I and APP-IA will be submitted to the Trade Testing Officer for evaluation of sessional marks at the time of Trade Test.

Apprentices who also complete their period of training in March/September, but whose candidature has been withheld, due to other conditions of eligibility not being fulfilled, are given below, with the reasons therefore. These apprentices have been informed accordingly.*

Signature of Employer

* In case the period of apprenticeship of these apprentices is being extended under Rule 7(2) of the Apprenticeship Rules, 1992, same may be indicated.
FORM APPRENTICESHIP – 4 (Half Yearly)

Name and Address of the Establishment : ________________________________

The apprentices whose name and particulars are noted below have been engaged for undergoing apprenticeship training under the Apprentices Act, 1961 at this Establishment during February/August, 19. They are qualified to be engaged as apprentices and satisfy the minimum requirements as laid down under the rules.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Apprentice</th>
<th>Educational Qualification</th>
<th>If Ex-ITI boy particulars of trade and ITI</th>
<th>Name of ITI</th>
<th>Trade</th>
<th>Period of Trg.</th>
<th>Date of joining</th>
<th>N.B.</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

N.B. : The contracts of apprenticeships in respect of the above mentioned apprentices are in the process of execution and will be forwarded within one month.
To

1. The State Apprenticeship Adviser or the Regional Director
2. The Principal, Industrial Training Institute where Basic Training/
   Related Instructions is proposed to be imparted to the apprentice.

The apprentices marked(*) will be released on Day/Block release basis for
Related Instruction at your Institution.

Signature of
Employer/Trg. Officer
(Name and Designation)
FORM APPRENTICESHIP - 5

To be submitted within ten days from the date of engagement of apprentices - applicable only to Graduate or Technician or Technician (Vocational) apprentices.

Please state whether the apprentice is a student of Sandwich course. Yes/No

### Personal Details

<table>
<thead>
<tr>
<th>Name &amp; Address of Establishment</th>
<th>Nature of Industry and Standard Industrial Classification Code No.</th>
<th>Registration No. &amp; Date of contract of apprenticeship</th>
<th>Subject field in engineering/technology/vocational course</th>
<th>Date of commencement of training</th>
</tr>
</thead>
</table>

Name & address of

Name & address of

Photo of apprentice passport
<table>
<thead>
<tr>
<th>Date &amp; year of birth</th>
<th>Examination passed</th>
<th>Name of Institution</th>
<th>Date of passing</th>
<th>Remarks</th>
</tr>
</thead>
</table>

**Educational qualification at entry**

Period of training : 
Date of completion of training : 
Rate of stipend to be paid
RECORD OF PROGRESS OF APPRENTICE:

(To be submitted once in a quarter in respect of graduate or technician or technician (vocational) apprentices)

Name........................................ Registration No. ........................................
.................................................................................................

Subject field in Engineering or Technology or Vocational Course ........................................

under training at ........................................................................................................................................

Date of commencement...................................................................................................................................

Area of Training during the quarter ............................................................................................................

Progress report for quarter ........................................ to .....................................................

(i) Aptitude for training

...........................................................................................................................................................................
(ii) Performance during the quarter

__________________________________________________________________

(iii) Shortcomings, if any

__________________________________________________________________

(iv) Reaction of trainee to corrective action at (iii) above

__________________________________________________________________

(v) Assessment

Excellent/Above Average/Average/Below Average

(Strike out those not applicable)

Signature of Officer/Executive Incharge of Training

Remarks

Signature of Manager of the Industry/Establishment
1. In case of Trade Apprentices;-

   (a) Must possess a degree or diploma in engineering or technology or equivalent qualification recognised by Government of India.

   (b) National Apprenticeship Certificate with minimum five years experience.

2. In the case of Graduate Apprentices:

   Must hold a degree in engineering or technology or equivalent qualification as recognised by the Government of India.

3. In the case of Technician and Technician (Vocational) Apprentices;-

   Must hold degree or diploma in engineering or certificate in Vocational courses or equivalent qualification recognised by the Government of India.

4. The person placed in overall charge of training of apprentices may be assisted by such number, as is considered necessary, of shop floor or workshop personnel who have practical know how to guide the apprentices. It is desirable that the person in charge should have industrial experience.

5. Desirable qualification in the case of 1,2 and 3 above:

   Training in Central Staff Training and Research Institute/Technical Teacher Training Institute/Central Training Institute.
I. STAFFING PATTERN

(a) BASIC TRAINING CENTRE

1. One Trade Instructor for every 16 apprentices

2. One Drawing Instructor for every 150 apprentices

3. One Instructor for every 150 apprentices
   (W/Shop Calculation and Science)

4. One Social Study Instructor for every 400 apprentices

(b) SHOP FLOOR TRAINING INCLUDING RELATED INSTRUCTIONS

1. One Trade Instructor for every 40 apprentices

2. One Drawing Instructor for every 150 apprentices

3. One Instructor for every 150 apprentices
   (W/Shop Calculation and Science)
II QUALIFICATIONS OF INSTRUCTIONAL STAFF FOR BASIC TRAINING CENTRE AND SHOP FLOOR TRAINING INCLUDING RELATED INSTRUCTIONS.

TRADE INSTRUCTOR/ DRAWING INSTRUCTOR/ WORKSHOP CALCULATION AND SCIENCE INSTRUCTOR

Essential: (a) (i) Passed 10th standard

(ii) Passed National Apprenticeship Certificate Examination in relevant trade with five years experience in industry.

OR

(b) Diploma in Engineering/Technology in appropriate branch with three years experience.

Desirable: Passed Instructor Training Course in relevant trade from any of the Advanced Training Institute or Central Training Institute for Instructors under the Directorate General of Employment and Training, Ministry of Labour.
NOTIFICATION

G.S.R. ____(E).— In exercise of the powers conferred by sub-section (1) of section 37 of the Apprentices Act, 1961 (52 of 1961), the Central Government, after consulting the Central Apprenticeship Council, hereby makes the following rules further to amend the Apprenticeship Rules, 1992, namely: -

1.(1) These rules may be called the Apprenticeship (Amendment) Rules, 2015.

(2) Save as otherwise provided, they shall come into force on the date of their publication in the Official Gazette.

2. In the Apprenticeship Rules, 1992 (hereinafter referred to as principal rules), in rule 2, –

(i) after clause (2), the following clause shall be inserted, namely:-

'(2A) "Diploma in non-engineering" means a person who holds a diploma in non-engineering or equivalent qualification granted by a Board or University or recognised by the concerned State Government or the Central Government, as the case may be;";

(ii) after clause (5), the following clauses shall be inserted, namely:-

'(5A) "Non-engineering graduate" means a person who holds a degree in any subject other than engineering or technology granted by a statutory University or an institution empowered to grant such degree by an Act of Parliament or passed the graduateship examination of professional bodies recognised by the Central Government as equivalent degree;

(5B) "Optional trade apprentice" means an apprentice who is not undergoing apprenticeship training in a designated trade.'.
3. In the principal rules, rule 5 shall be numbered as sub-rule(1) thereof and after sub-rule(1) as so numbered, the following sub-rule shall be inserted, namely:–

"2. The training places for the Other Backward Classes in designated trades shall be reserved by the employer according to the prescribed norms followed in the respective State or Union territory and if training places can not be filled from the Other Backward Classes, then the training places so lying unfilled may be filled by persons not belonging to the Other Backward Classes."

4. In the principal rules, in rule 6, –

(i) Sub-rule(1) shall be omitted;

(ii) Sub-rule(2) shall be renumbered as sub-rule(1) thereof and in the sub-rule (1) as so renumbered, for clause (a), the following clause shall be substituted, namely:–

"(a) The Central Government may specify model contract form for all apprentices."

(iii) Sub-rule(3) shall be renumbered as sub-rule(2) thereof.

5. In the principal rules, in rule 7, after sub-rule (3), the following sub-rule shall be inserted, namely:–

"3A(1) Keeping in view seasonality in operation or business or flexibility desired by trade apprentice, a trade apprentice may complete his period of apprenticeship training within five years or double the duration of apprenticeship training whichever is less from the date of starting of his apprenticeship training.

(2) The flexibility referred to in sub-rule(1) shall be permissible in the following manner, namely:–

(a) Maximum one break for trades having duration two years or less than two years

(b) Maximum two breaks for trades having duration more than two years.

(3) The start and end date of his apprenticeship training shall be reported on portal-site by the employer.”.

6. In the principal rules, in rule 7, sub-rule (5) shall be omitted.
7. In the principal rules, after rule 7, the following rules shall be inserted, namely:—

7A Regulation of optional trade.—

1. A person shall not be qualified for being engaged as an apprentice to undergo apprenticeship training in any optional trade, unless he—
   (a) is not less than fourteen years of age, and for optional trades related to hazardous industries, not less than eighteen years of age; and
   (b) satisfies such physical fitness as determined by the employer.

2. The minimum educational qualification for person to undergo apprenticeship training in optional trade shall be eighth class pass from a recognised school.

3. The period of apprenticeship training in the case of non-engineering graduates, diploma in non-engineering and vocational certificate holder shall be maximum one year and the period of apprenticeship training for other apprentices undergoing apprenticeship training in optional trade shall be minimum of six months and maximum of two years.

4. The training places shall be reserved by the employer for the Scheduled Castes and the Scheduled Tribes in every optional trade in accordance with the sub-rule (1) of rule 5 and Schedule-IIA of said rule.

5. The training places for the Other Backward Classes shall be reserved by the employer in every optional trade in accordance to the sub-rule (2) of rule 5.

6. It shall be obligatory on the part of employer to disclose the duration and syllabi of the optional trades on the portal-site.

7. The work diary in Format-2 as specified in Schedule-III shall be maintained by each apprentice and countersigned by his supervisor once in a week.

8. Weekly hours of work provided in sub-rule (3) of rule 12 shall be applicable for those apprentices possessing a degree of three or four years after secondary or higher secondary education or diploma of three years after 10th class or diploma of two years after 12th pass or a certificate in vocational course involving two years of study after completion of secondary stage of school education and undergoing apprenticeship training in optional trade and for all other apprentices undergoing apprenticeship training in optional trade, the
weekly hours of work provided in sub-rule (1) and (2) of rule 12 shall be applicable.

(9) No person shall be engaged as an apprentice to undergo apprenticeship training in optional trade unless such person or, if he is minor, his guardian has entered into a contract of apprenticeship with the employer and such contract of apprenticeship shall be uploaded on portal-site by the employer.

(10) The minimum rates of stipend prescribed for graduate apprentices shall be paid by the employer to those apprentices who possess a degree of minimum three years duration after 10+2 system of education.

(11) The minimum rates of stipend prescribed for technician apprentices shall be paid by the employer to those apprentices who possess a diploma of three years after 10th class or diploma of two years after 12th pass.

(12) The minimum rates of stipend prescribed for technician (vocational) apprentices shall be paid by the employer to those apprentices who possess a certificate in vocational course involving two years of study after completion of secondary stage of school education.

(13) The minimum rates of stipend prescribed for trade apprentices shall be paid by the employer to other apprentices undergoing training in optional trade according to their period of apprenticeship training.

(14) Every apprentice possessing a degree of minimum three years or a diploma of three years after 10th class or diploma of two years after 12th pass or a certificate in vocational course involving two years of study after completion of secondary stage of school education and undergoing apprenticeship training in optional trade shall follow the terms and conditions of contract of apprenticeship for graduate, technician and technician(vocational) apprentices as provided in Schedule-VI.

(15) Every employer and other apprentices undergoing training in optional trade shall have the obligations as provided in Schedule-V respectively.

(16) The employer shall not run a trade as optional which is a designated trade under the Act.

(17) The progress in apprenticeship training of every apprentice in optional trade shall be assessed by the employer from time to time and every apprentice who completes his apprenticeship training to the satisfaction of the employer shall be granted a certificate of proficiency by that employer.
7B Number of apprentices for designated and optional trade.-

(1) The employers having six or more workers shall only be eligible to engage apprentices and engagement of apprentices by establishment having number of workers not exceeding forty shall not be obligatory.

(2) The strength of workers shall be calculated on the basis of average strength in the preceding financial year.

(3) Within a financial year, each establishment shall engage apprentices in a band of 2.5 per cent. to 10 per cent. of the total strength of the establishment including contractual staff.

(4) In no month, number of apprentices should be less than 2 per cent. of the total strength of the establishment and more than 15 per cent. of the total strength of the establishment subject to the condition that he shall fulfill apprentice months corresponding to 2.5 per cent. obligation in a financial year.

(5) Every employer shall disclose their intention of engagement of apprentices both in designated and optional trade on portal site as well as establishment's portal-site (if existing) as per quarters given below:-
   (a) the 1st April to the 30th June;
   (b) the 1st July to the 30th September;
   (c) the 1st October to the 31st December;
   (d) the 1st January to the 31st March.

7C Inspection of establishment.-
An Officer not below the rank of Assistant Apprenticeship Adviser shall inspect an establishment and such inspection shall be after prior approval of the Central or the State Apprenticeship Adviser, as the case may be."

8. In rule 11 of the principal rules, for sub-rule (3), the following sub-rule shall be substituted, namely:-
"3. The stipend for a particular month shall be paid by the tenth day of the following month and the stipend shall be paid through the bank account of apprentices from a date notified by the Central Government."

9. In the principal rules, rule 13 and the entries relating thereto shall be omitted.
10. In rule 14 of the principal rules, with effect from such date as may be notified by the Central Government, –
   (a) Sub-rule(1), sub-rule(2) and sub-rule(3) shall be omitted;
   (b) Sub-rule(6) shall be omitted;
   (c) Sub-rule(7), sub-rule (8), sub-rule(9) and sub-rule(10) shall be omitted.

11. In the principal rules, in the SCHEDULE-I, column 4 and the entries relating thereto shall be omitted.

12. In the principal rules, for the SCHEDULE-IIA, the following SCHEDULE shall be substituted, namely: -

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of State/Union territory</th>
<th>Ratio of Scheduled Caste apprentices to the total apprentices in designated trade</th>
<th>Ratio of Scheduled Tribe apprentices to the total apprentices in designated trade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Andhra Pradesh</td>
<td>1:7</td>
<td>1:15</td>
</tr>
<tr>
<td>2.</td>
<td>Arunachal Pradesh</td>
<td>--</td>
<td>1:2</td>
</tr>
<tr>
<td>3.</td>
<td>Assam</td>
<td>1:15</td>
<td>1:9</td>
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<tr>
<td>4.</td>
<td>Bihar</td>
<td>1:7</td>
<td>1:100</td>
</tr>
<tr>
<td>5.</td>
<td>Chattisgarh</td>
<td>1:9</td>
<td>1:4</td>
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<tr>
<td>7.</td>
<td>Goa</td>
<td>1:50</td>
<td>1:8</td>
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<tr>
<td>8.</td>
<td>Haryana</td>
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<tr>
<td>9.</td>
<td>Himachal Pradesh</td>
<td>1:4</td>
<td>1:25</td>
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<tr>
<td>11.</td>
<td>Jharkhand</td>
<td>1:9</td>
<td>1:4</td>
</tr>
<tr>
<td>12.</td>
<td>Karnataka</td>
<td>1:7</td>
<td>1:15</td>
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<tr>
<td>13.</td>
<td>Kerala</td>
<td>1:10</td>
<td>1:100</td>
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<tr>
<td>14.</td>
<td>Madhya Pradesh</td>
<td>1:7</td>
<td>1:5</td>
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<tr>
<td>15.</td>
<td>Maharashtra</td>
<td>1:10</td>
<td>1:11</td>
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<tr>
<td>16.</td>
<td>Manipur</td>
<td>1:33</td>
<td>1:3</td>
</tr>
<tr>
<td>17.</td>
<td>Mizoram</td>
<td>--</td>
<td>1:2</td>
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<tr>
<td>18.</td>
<td>Meghalaya</td>
<td>--</td>
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<tr>
<td>19.</td>
<td>Nagaland</td>
<td>--</td>
<td>1:2</td>
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<tr>
<td>20.</td>
<td>Odisha</td>
<td>1:7</td>
<td>1:4</td>
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<tr>
<td>21.</td>
<td>Punjab</td>
<td>1:4</td>
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<tr>
<td>22.</td>
<td>Rajasthan</td>
<td>1:6</td>
<td>1:8</td>
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<tr>
<td>State</td>
<td>Scale</td>
<td>Rate</td>
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<td>------------------------------</td>
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<tr>
<td>Sikkim</td>
<td>1:20</td>
<td>1:5</td>
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<tr>
<td>Tamil Nadu</td>
<td>1:5</td>
<td>1:100</td>
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<tr>
<td>Tripura</td>
<td>1:6</td>
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<td>Telangana</td>
<td>1:16</td>
<td>1:32</td>
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</tr>
<tr>
<td>Uttar Pradesh</td>
<td>1:5</td>
<td>1:100</td>
<td></td>
</tr>
<tr>
<td>Uttarakhand</td>
<td>1:6</td>
<td>1:3</td>
<td></td>
</tr>
<tr>
<td>West Bengal</td>
<td>1:5</td>
<td>1:20</td>
<td></td>
</tr>
<tr>
<td>Andaman and Nicobar Islands</td>
<td>---</td>
<td>1:13</td>
<td></td>
</tr>
<tr>
<td>Chandigarh</td>
<td>1:6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dadra and Nagar Haveli</td>
<td>1:50</td>
<td>1:2</td>
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</tr>
<tr>
<td>Delhi</td>
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</table>

13. In the principal rules, in SCHEDULE-III, for the FORMAT-1 and FORMAT-2, the following Formats shall be substituted, namely:

"Schedule-III
(See rule 14)

FORMAT-1

Model Contract of Apprenticeship Training for Major/Minor* Apprentices

| Photograph of Apprentice |

1. Name and address of establishment with Tel. no., Fax No. and E-mail address

2. (a) Name of apprentice (Block Letters)

(b) Father's/Mother's/Husband's Name
3. Address of apprentice

4. Gender (please tick)
   : Male/Female/Transgender

5. Date of birth
   :

6a) Whether belongs to SC/ST/OBC/PwD/Minority
   (please tick)
   : Yes/No

   b) Name of the category
   :

7. Educational Qualification
   (a) Academic Qualification
   :

   (b) Technical qualification
   (i) Name of the Trade or Course
   :

   (ii) Duration of Training or Course
   : From _____ To _____

   (iii) Name of the Institute or College
   :

   (iv) Name of the Council or University
   :

8. (a) Date of execution of contract
   :

   (b) Age on the date of execution of contract
   :

9. Name of the trade for which apprentice is for apprenticeship training

10. (a) Duration of apprenticeship training
     : _____ years _____ months

    (b) Period of apprenticeship training
     : From _____ To _____

11. Rates of Stipend: The minimum prescribed stipend per month to be paid by the employer to apprentice
   (a) During 1\textsuperscript{st} year of training
     : Rs. __________

   (b) During 2\textsuperscript{nd} year of training
     : Rs. __________

   (c) During 3\textsuperscript{rd} and 4\textsuperscript{th} year of training
     : Rs. __________

12. (a) Name and address of Guardian
     (in case of apprentice is minor)
     :

    (b) Relationship with the apprentice
     :
13. Name and Address of the Surety

14. We, the Employer, Apprentice or Guardian** and the Surety solemnly declare that we have read the Apprentices Act, 1961 and the Apprenticeship Rules, 1992 regarding the contract of apprenticeship training including obligations and agree to abide by all the provisions made thereunder. In case of default by the either the apprentice or the employer, we agree to compensate the other party as per the provisions of the Apprenticeship Rules, 1992 (Main Provisions of the Rules may be seen in the Enclosure).

| Signature of the Employer with seal | Signature of Apprentice | Signature of Guardian** | Signature of Surety |

15. Name of Witnesses with their Address
(1) ____________________________________________________________________
(2) ____________________________________________________________________

***16. Contract Registration Number : ________________________________
(To be given by the Office of the Apprenticeship Adviser)

* Minor apprentice is an apprentice who has not completed eighteen years of age.
** Guardian, in case of minor apprentices
*** Mandatory only for designated trades
Enclosure to Contract of Apprenticeship Training

The main provisions of the Apprenticeship Rules relating to the Contract of Apprenticeship Training are:

1. The employer shall pay stipend per month to the trade apprentices at the minimum rates (as per the provision of sub-rule(1) of rule 11 of the Apprenticeship Rules, 1992)

   (a) During 1\textsuperscript{st} year of training : Seventy per cent. of minimum wage of semi-skilled workers notified by the respective State or Union territory

   (b) During 2\textsuperscript{nd} year of training : Eighty per cent. of minimum wage of semi-skilled workers notified by the respective State or Union territory

   (c) During 3\textsuperscript{rd} and 4\textsuperscript{th} year of training : Ninety per cent. of minimum wage of semi-skilled workers notified by the respective State or Union territory:

Provided that in the case where the minimum rate of wage for a trade is not notified by the State Government or Union territory, then, the maximum of minimum wages of the Scheduled Employment notified by such State Government or Union territory for semi-skilled workers shall be taken into account for paying the stipend in respect of that trade:

Provided further that in the case of trade apprentices referred to in clause (a) of section 6 of the Act, the period of training already undergone by them in a school or other institution recognised by the National Council, shall be taken into account for the purpose of determining the rate of stipend payable.

2. The employer shall pay stipend per month to the Graduate, Technician and Technician (Vocational) apprentices at the minimum rates (as per the provisions of sub-rule (2) of rule 11 of the Apprenticeship Rules, 1992)

   (a) Graduate Apprentices : Rs. 4984

   (b) Sandwich Course : Rs. 3542

   (Students from Degree Institutions)

   (c) Technician Apprentices : Rs. 3542

   (d) Sandwich course : Rs. 2890

   (Students from Diploma Institutions)

   (e) Technician (Vocational) Apprentices : Rs. 2758
3. The stipend prescribed for graduate apprentices shall be paid by the employer to those apprentices who possess a degree of minimum three years duration after 10+2 system of education and undergoing apprenticeship training in optional trade.

4. The stipend prescribed for technician apprentices shall be paid by the employer to those apprentices who possess a diploma of three years after 10th class or diploma of two years after 12th pass and undergoing apprenticeship training in optional trade.

5. The stipend prescribed for technician (vocational) apprentices shall be paid by the employer to those apprentices who possess a certificate in vocational course involving two years of study after completion of secondary stage of school education and undergoing apprenticeship training in optional trade.

6. The stipend prescribed for trade apprentices shall be paid by the employer to all other apprentices undergoing apprenticeship training in optional trade according to their period of apprenticeship training.

7. The stipend for a particular month shall be paid by the tenth day of the following month. No deduction shall be made from the stipend for the period during which an apprentice remain on leave as observed in the establishment.

8. Where the Contract of Apprenticeship is terminated through failure on the part of the employer in carrying out the terms and conditions of the Contract (as notified under the Apprenticeship Rules, 1992), he shall pay to the apprentice such compensation as may be provided by the Central Government.

9. In the event of premature termination of Contract of Apprenticeship for failure on the part of apprentice to carry out the terms and condition of the contract (as notified under the Apprenticeship Rules, 1992), the surety at the request of apprentice hereby guarantees to employer the payment of such amount as determined by the Apprenticeship Adviser as and towards the cost of training.

10. The liability of the surety is limited to an amount of two thousand five hundred rupees with interest at twelve per cent. per annum.
Proforma of Work Diary

Name and Address of Establishment

Name of Apprentice

Trade

Registration Number

<table>
<thead>
<tr>
<th>Serial Number</th>
<th>Date (Week)</th>
<th>Competencies covered during the week</th>
<th>Signature of Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
<td></td>
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</table>

Note: The list of competencies to be indicated as laid down in the course of trade.

The work diary shall be maintained by the Apprentice and countersigned by his supervisor once a week.

14. In the principal rules, in SCHEDULE-V,—

(i) under paragraph I, relating to “Obligations of Employer”, items 2b, 3 and 7 and the entries relating thereto shall be omitted.

(ii) under paragraph II, relating to “Obligations of Trade Apprentices”, for item 10 and the entries relating thereto, the following shall be substituted namely:—

"10. It shall not be obligatory on the part of the employer to offer any employment to the apprentice on completion of period of his apprenticeship training in his establishment nor shall it be obligatory on the part of the apprentice to accept an employment under the employer:

Provided that if there is any recruitment, employer shall formulate its own policy for recruiting any apprentice who has completed the period of apprenticeship training in his establishment in terms of sub-section(1) of section 22 of the Act;
15. In the principal rules, in SCHEDULE-VI, –

(a) for item 2 and the entries relating thereto, the following shall be substituted, namely:–

"2. It shall not be obligatory on the part of the employer to offer any employment to the apprentice on completion of period of his apprenticeship training in his establishment nor shall it be obligatory on the part of the apprentice to accept an employment under the employer:

Provided that if there is any recruitment, employer shall formulate its own policy for recruiting any apprentice who has completed the period of apprenticeship training in his establishment in terms of sub-section(1) of section (22) of the Act";

(b) for item 6(i) and the entries relating thereto, the following shall be substituted, namely:–

"6(i) A Graduate, Technician and Technician (Vocational) Apprentice shall work according to the normal hours of work of the department in the establishment to which he or she is attached for training."

[No. MSD&E-1(2)/2015-AP]

(rajesh agrawal)
Joint Secretary to the Government of India

Note: — The principal rules were published in the Gazette of India, Part-II, section 3, sub-section (i), dated the 1st August, 1992 vide notification number G.S.R. 356, dated the 15th July, 1992 and last amended vide notification number G.S.R. 910(E), dated the 23rd December, 2014.
In exercise of the powers conferred by sub-section (1) of section 37 of the Apprentices Act, 1961 (52 of 1961), the Central Government hereby makes the following rules, namely:-

1. **Short title and commencement**
   
   (1) These rules may be called the Central Apprenticeship Council Rules, 1962.
   
   (2) They shall come into force at once.

2. **Definitions**

   In these rules, unless the context otherwise requires,-
   
   (a) "Act" means the Apprentices Act, 1961 (52 of 1961);
   
   (b) "Chairman" means the Chairman of the Central Apprenticeship Council;
   
   (c) "Council" means the Central Apprenticeship Council established under sub-section (1) of section 24 of the Act.
   
   (d) "Member" means a member of the Council;
   
   (e) "Secretary" means Secretary of the Council.

3. **Constitution of council**

   The Council shall consist of a Chairman and a Vice Chairman who shall be appointed by the Central Government and the following other members who shall also be appointed by the Central Government, namely:-
   
   (a) not more than 9 representatives of employers in establishments in the public sector;
   
   (b) not more than 9 representatives of employers in establishments in the private sector;
   
   (c) not more than 12 representatives of the Central Government;
   
   (d) not more than 22 representatives of the State Government;
(e) not more than 4 persons having special knowledge and experience on matters relating to industry and technical education;

(f) not more than 5 persons having special knowledge and experience on matters relating to labour; and

(g) two representatives of the All India Council and one representative each of the Regional Boards.

4. **Terms of offices**

   (1) The Council shall be constituted for a period of three years and thereafter it shall be reconstituted at the end of every three years. All the members appointed to it shall accordingly hold office for a period of three years:

   Provided that a member of the Council shall, notwithstanding the expiry of the said period of three years, continue to hold office until his successor is appointed.

   (2) Where a person is chosen as a member of the Council by virtue of the office or appointment he holds, he shall cease to be a member if he ceases to hold that office or appointment.

5. **Cessation of membership**

   (1) A member of the Council shall cease to be a member if he dies, resigns, becomes of unsound mind, is declared insolvent or is convicted of a criminal offence involving moral turpitude.

   (2) The office of a member of the Council shall fall vacant from the date on which his resignation is accepted or on the expiry of 30 days from the date of receipt of letter of resignation, whichever is earlier.

6. **Filling of vacancies**

   (1) Any vacancy in the membership of the Council caused by reasons mentioned in sub-rule (1) of rule 5 shall be filled by the Central Government.

   (2) A member appointed to fill a casual vacancy shall hold office for so long as the member whose place he fills would have been entitled to hold office if the vacancy had not occurred.
7. **Time and place of meeting**

The Council shall meet as often as may be necessary and at least once a year on such date, time and place as may be determined by the Chairman.

8. **Notice for meeting**

The Secretary shall give a notice of not less than fifteen days for a meeting of the Council to each member but a shorter notice may be given for holding an emergent meeting.

9. **Quorum for the Council**

One-third of the numbers of member of the Council shall constitute the quorum for any meeting of the Council.

10. **Decision by majority**

   (1) All questions to be decided by the Council shall be in accordance with the opinion of the majority of the members present and voting.

   (2) Each member shall have one vote. If there is equality of votes, the Chairman shall have and exercise the casting vote.

11. **Business by circulation**

The Chairman may, in special circumstances, instead of convening a meeting of the Council obtain the opinion of the members on any item of business individually by circulation of papers and such item be decided in accordance with the opinion of the majority.

12. **Proceedings of the Council**

   (1) Copies of all proceedings of the Council shall be furnished to the Secretary of the National Council for Training in Vocational Trades. Any views expressed or suggestions made thereon by the said National Council shall be duly considered by the Council.

   (2) In all other matters, the Council shall follow such procedure as it may determine.
Power to co-opt members

The Council may, at any time invite, any person to attend its meetings to give advice or assist in any matter. The person so invited shall, however, not be entitled to vote on any question coming before the Council.

Committees of Council

(1) The Council shall have the power to appoint such Standing or Special Committees for assisting it in the discharge of its functions as may be considered expedient by it;

(2) The functions of the Standing or Special Committees shall be determined by the Central Government; and

(3) The composition of the Standing or Special Committees shall be determined by the Central Government.

Fees and allowances to members

The Chairman and the representatives of the Central and the State Governments will draw travelling and daily allowances for attending the meetings of the Council or of its Committees from the respective Governments in accordance with the rules of those Governments. All other members of the Council will be paid travelling and daily allowances by the Central Government for attending the meetings of the Council or of its Committees at the rates admissible to a Government Officer of the first grade in accordance with the relevant rules.

Authentication of acts and proceedings –

(1) All acts and proceedings of the Council shall be authenticated by the Chairman, or with the approval of the Chairman, by the Secretary.

(2) The Secretary shall carry out the decisions of the Council.

Annexure 2.0

BOARD OF APPRENTICESHIP / PRACTICAL TRAINING,
MUMBAI, CHENNAI, KANPUR / KOLKATA

Assessment Form for location of seats for Graduate/Technician Apprentices under
the Section 8(1), Rule 7(B) of The Apprentices (Amendment) Act, 1973

1. Name of the establishment :

   a) Registered Office Address: …………………………………………………………………………………………………………………………………………………………………………Tel. No.: …………… Fax No.: …………… Email: …………… (with STD code) …………… Off Day: …………… Website: ……………

   b) Factory Address: ………………………………………………………………………………………………………………………………………………………………………………………………Tel. No.: …………… Fax No.: …………… Email: …………… (with STD code) …………… Off Day: ……………

2. Name of C M D/C E/O/O/O:

3. Sector :
   - Central
   - State
   - Central/State PSU
   - Co-operative Society
   - Local
   - Self Govt.
   - Private

4. Principal field of activity (Please explain):

5. Brief description of Product/Services:

6. Present total manpower strength: …………… (Permanent/Contractual/Outsourced)

7. Supervisory/Managerial staff strength: …………… (i.e. Sum of Column A+B+C+D)

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<th>Sr. No.</th>
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<th>No. of Post Graduate employees in the subject field on roll (A)</th>
<th>No. of Graduates in the subject field on roll (B)</th>
<th>Diploma/Post Diploma employees in the subject field on roll (C)</th>
<th>Remarks</th>
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<td>3</td>
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<td>4</td>
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<td>Food Technology</td>
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<td>Instrumentation Technology</td>
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<td>Machine Tools &amp; Maintenance</td>
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<td>Mechanical Engineering</td>
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<td>Metallurgy</td>
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<td>Modern Office Management</td>
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<td>Petro-Chemical Engineering Tech.</td>
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</tbody>
</table>

Important: 1. This Assessment Form should be signed by senior most personnel of the establishment, and submitted alongwith a covering letter on the letter head of the establishment.
2. All entries are compulsory and shall be filled in legibly.

Signature of employer:
PART B

BOARD OF APPRENTICESHIP / PRACTICAL TRAINING,
MUMBAI, CHENNAI, KANPUR / KOLKATA
Assessment Form for location of seats for Technician (Vocational) Apprentices under
the Section 8(1), Rule 7(B) of The Apprentices (Amendment) Act, 1986

<table>
<thead>
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<th>Sr. No.</th>
<th>Subject fields</th>
<th>No. of employees on roll in the area of work relevant to the subject field (D)</th>
<th>Remarks</th>
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<td>3.</td>
<td>Automobile Engineering Technician/Technology</td>
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<td>4.</td>
<td>Banking</td>
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<td>5.</td>
<td>Catering &amp; Restaurant Management</td>
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<td>6.</td>
<td>Civil Construction &amp; Maintenance/Building Maintenance</td>
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<td>7.</td>
<td>Crop Cultivation/Production</td>
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<td>8.</td>
<td>Commercial Garment Dress Making &amp; Designing</td>
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<td>9.</td>
<td>Computer Technique/Application</td>
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<td>10.</td>
<td>Co-operation</td>
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<td>11.</td>
<td>Dairying</td>
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<td>12.</td>
<td>Electronic Technology</td>
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<td>13.</td>
<td>Food Preservation</td>
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<td>14.</td>
<td>Fisheries/Fish Processing</td>
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<td>15.</td>
<td>Fruits and Vegetables preservation</td>
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<td>16.</td>
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<td>17.</td>
<td>Institutional House Keeping</td>
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<td>18.</td>
<td>Insurance</td>
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<td>19.</td>
<td>Inland Fisheries</td>
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<td>20.</td>
<td>Marketing &amp; Salesmanship</td>
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<td>21.</td>
<td>Maintenance Repairs of Electric Domestic Appliances</td>
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<td>22.</td>
<td>Medical Laboratory /Technical Assistant</td>
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<td>Nursing</td>
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</tr>
<tr>
<td>26.</td>
<td>Ophthalmic Technician</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27.</td>
<td>Photography</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28.</td>
<td>Purchasing &amp; Store Keeping</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29.</td>
<td>Plant Protection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30.</td>
<td>Pre-School &amp; Creche Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31.</td>
<td>Poultry Farming</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32.</td>
<td>Radio and Television Engineering</td>
<td></td>
<td></td>
</tr>
<tr>
<td>33.</td>
<td>Sericulture</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please note: For the complete list of ‘Subject Fields’ visit our website

Important: 1. This Assessment Form should be signed by senior most personnel of the establishment,
2. All entries are compulsory and shall be filled in legibly.
3. In case of ‘NIL’ or ‘NOT APPLICABLE’ the same shall be mentioned.

I undertake that the information is based on Material fact and is correct in all respects and submitted alongwith a covering letter on the letter head of the establishment.
Annexure 2.1

BOARD OF APPRENTICESHIP / PRACTICAL TRAINING,
MUMBAI, CHENNAI, KANPUR / KOLKATA

NOTICE UNDER SECTION 8(1)

Ref. No.: BOAT /IMP-IX/NOTICE/ .................................................. Date:

Subject: Notice for engagement of Graduate /Technician /Technician (Vocational) apprentices under Section 8(3A) of The Apprentices Act, 1961 (amended till date) – herein after referred as ‘Act’, requiring your establishment located at ……. to engage the following number of Graduate / Technician / Technician (Vocational) apprentices.

The number of the apprentices in each subject field has been worked out on the basis of the information provided by your establishment in the Assessment Form of this office, forwarded with your establishment’s letter No. ……………….. Dated …….. for units located at …….

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Subject field of Graduate / Diploma courses</th>
<th>Number of apprentices to be engaged</th>
<th>Sl. No.</th>
<th>Subject fields of Vocational courses at 10+2 level</th>
<th>Number of apprentices to be engaged</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Graduate Technician</td>
<td></td>
<td></td>
<td>Technician (Vocational)</td>
<td></td>
</tr>
</tbody>
</table>

Total Total

It should be ascertained that the training places shall be reserved for candidates belonging to Scheduled Castes, Scheduled Tribes, and Other Backward Classes, in accordance with the Section 3A and 3B of the Act, and Rule 5 of The Apprenticeship Rules, 1992 (herein after referred as ‘Rules’), on the basis of total number of apprentices [in all the three designated categories viz. Graduate, Technician, and Technician (Vocational)] by you in your establishment and are to be filled up with the candidates belonging to the respective category, and as prescribed in the said Rule.

Opportunity of apprenticeship training may be given on priority to Physically Challenged candidates.

It should be ascertained that the stipend to be paid to the apprentices during the period of training shall be paid by you for a particular month at a rate not less than the minimum prescribed stipend rate and at the prescribed intervals by the tenth day of the following month in accordance with the Section 13 of the Act, and Rule 11 of the Rules. It should also be ascertained that the above number of apprentices are on your roll at any given point of time. Further, it should be noted that non—compliance of the provisions under the Act, is liable for penal action under Section 30 and 31 of the Act which provides for punishment of maximum 6 months of imprisonment or fine or both as the case may be. Therefore, you shall discharge your obligations as an employer, as per the relevant Sections of the Act, and Rules.

Action taken must be reported within 4 weeks time, from the receipt of this Notice. You may note that for the apprentices engaged in excess of quota notified as above, without prior permission, the claim for reimbursement of Government share of 50% limited to minimum prescribed rate, shall not be entertained on any ground(s) whatsoever. This office considers the request of allocation of additional quota for a financial year only on examining a detailed proposal from the establishments in this regard.

To facilitate the engagement of the apprentices regularly, relevant guidelines have been provided overleaf which may be referred. An account has been instituted for your establishment on Board’s web portal where you can access the related information pertaining to the apprentices engaged in your establishment. The login id is …….. and the password is ……..; you are advised to change the said password immediately under confidentiality.
DIRECTOR, and REGIONAL CENTRAL APPRENTICESHIP ADVISER

To
(Designation and Address of the Employer)

Annexure 2.3

List of Designated subject fields
<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of State/ Union territory</th>
<th>Ratio of Scheduled Caste apprentices to the total apprentices in designated trade</th>
<th>Ratio of Scheduled Tribe apprentices to the total apprentices in designated trade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Andhra Pradesh</td>
<td>1:7</td>
<td>1:15</td>
</tr>
<tr>
<td>2.</td>
<td>Arunachal Pradesh</td>
<td>---</td>
<td>1:2</td>
</tr>
<tr>
<td>3.</td>
<td>Assam</td>
<td>1:15</td>
<td>1:9</td>
</tr>
<tr>
<td>4.</td>
<td>Bihar</td>
<td>1:7</td>
<td>1:100</td>
</tr>
<tr>
<td>5.</td>
<td>Chhattisgarh</td>
<td>1:9</td>
<td>1:4</td>
</tr>
<tr>
<td>7.</td>
<td>Goa</td>
<td>1:50</td>
<td>1:8</td>
</tr>
<tr>
<td>8.</td>
<td>Haryana</td>
<td>1:5</td>
<td>---</td>
</tr>
<tr>
<td>9.</td>
<td>Himachal Pradesh</td>
<td>1:4</td>
<td>1:25</td>
</tr>
<tr>
<td>11.</td>
<td>Jharkhand</td>
<td>1:9</td>
<td>1:4</td>
</tr>
<tr>
<td>12.</td>
<td>Karnataka</td>
<td>1:7</td>
<td>1:15</td>
</tr>
<tr>
<td>13.</td>
<td>Kerala</td>
<td>1:10</td>
<td>1:100</td>
</tr>
<tr>
<td>14.</td>
<td>Madhya Pradesh</td>
<td>1:7</td>
<td>1:5</td>
</tr>
<tr>
<td>15.</td>
<td>Maharashtra</td>
<td>1:10</td>
<td>1:11</td>
</tr>
<tr>
<td>16.</td>
<td>Manipur</td>
<td>1:33</td>
<td>1:3</td>
</tr>
<tr>
<td>17.</td>
<td>Mizoram</td>
<td>---</td>
<td>1:2</td>
</tr>
<tr>
<td>18.</td>
<td>Meghalaya</td>
<td>---</td>
<td>1:2</td>
</tr>
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<td>19.</td>
<td>Nagaland</td>
<td>---</td>
<td>1:2</td>
</tr>
<tr>
<td>20.</td>
<td>Odisha</td>
<td>1:7</td>
<td>1:4</td>
</tr>
<tr>
<td>21.</td>
<td>Punjab</td>
<td>1:4</td>
<td>---</td>
</tr>
<tr>
<td>22.</td>
<td>Rajasthan</td>
<td>1:6</td>
<td>1:8</td>
</tr>
<tr>
<td>23.</td>
<td>Sikkim</td>
<td>1:20</td>
<td>1:5</td>
</tr>
<tr>
<td>24.</td>
<td>Tamil Nadu</td>
<td>1:5</td>
<td>1:100</td>
</tr>
<tr>
<td>25.</td>
<td>Tripura</td>
<td>1:6</td>
<td>1:3</td>
</tr>
<tr>
<td>26.</td>
<td>Telangana</td>
<td>1:16</td>
<td>1:32</td>
</tr>
<tr>
<td>27.</td>
<td>Uttar Pradesh</td>
<td>1:5</td>
<td>1:100</td>
</tr>
<tr>
<td>28.</td>
<td>Uttarakhand</td>
<td>1:6</td>
<td>1:3</td>
</tr>
<tr>
<td>29.</td>
<td>West Bengal</td>
<td>1:5</td>
<td>1:20</td>
</tr>
<tr>
<td>30.</td>
<td>Andaman and Nicobar Islands</td>
<td>---</td>
<td>1:13</td>
</tr>
<tr>
<td>31.</td>
<td>Chandigarh</td>
<td>1:6</td>
<td>---</td>
</tr>
</tbody>
</table>

Ratio of reservation

“SCHEDULE-IIA
(See rule 5)
<table>
<thead>
<tr>
<th>No.</th>
<th>State/UT</th>
<th>Scale 1</th>
<th>Scale 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>32.</td>
<td>Dadra and Nagar Haveli</td>
<td>1:50</td>
<td>1:2</td>
</tr>
<tr>
<td>33.</td>
<td>Delhi</td>
<td>1:6</td>
<td>1:13</td>
</tr>
<tr>
<td>34.</td>
<td>Daman and Diu</td>
<td>1:3</td>
<td>1:11</td>
</tr>
<tr>
<td>35.</td>
<td>Lakshadweep</td>
<td>---</td>
<td>1:2</td>
</tr>
<tr>
<td>36.</td>
<td>Puducherry</td>
<td>1:7</td>
<td>---“</td>
</tr>
</tbody>
</table>
APPRENTICESHIP CONTRACT REGISTRATION FORM

1. Enrollment No. of student (As generated from www.mhrdnats.gov.in):

2. Category (Put ✓)

<table>
<thead>
<tr>
<th>Graduate</th>
<th>Diploma</th>
<th>Tech.Vocational</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apprentice</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Whether Sandwich Course student or not, State Yes/ No

4. Trade (Mention Specific Name)

| Designated Trade | Optional Trade |

5. Name of the Apprentice (Block Letters) (As per Mark Sheet)

6. Father’s Name

7. Mother’s Name

8. Address of apprentice

<table>
<thead>
<tr>
<th>Address for Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail ID :</td>
</tr>
<tr>
<td>Mobile No :</td>
</tr>
</tbody>
</table>

9. (Please Tick in appropriate box)

10. Age in Years (✓)

<table>
<thead>
<tr>
<th>Male</th>
<th>Female</th>
<th>Transgender</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;18</td>
<td>&gt;18</td>
<td></td>
</tr>
</tbody>
</table>

11. Date of Birth

| D | D | M | M | Y | Y | Y | Y |

12. Whether He/She belong to: (✓)

| S.C. | S.T. | O.B.C. | P.W.D. | Minority |

13. Education Qualification considered eligible for apprenticeship training under the Act:

| Name of the Institution/College University | Qualification | Period of course (Yrs.) | Specify Subject field/Trade | Year & Month of Passing | Enrollment No./Final Year Mark Sheet No. |

14. Date of Commencement of Training

15. Date of Completion of Training

16. Period of Training

17. Rate of Stipend payable by the establishment ( )

18. Bank A/c No. to which STIPEND will be credited by the employer

19. IFS Code of the Branch

20. Name & Address of the Employer

We, the Employer, Apprentice (the Guardian in the case of Minor Apprentices) hereby declare that we have read the Apprentices Act, 1961 and the Apprenticeship Rules, 1992 regarding the contract of apprenticeship training including obligations and agree to abide by all the provisions made thereunder. In case of default by either the apprentice or the employer, we agree to compensate the other party as per the provisions of the Apprenticeship Rules, 1992 [Main Provisions of the Rules may be seen in the Enclosure. (*)]
21. Signature of Employer (with Seal)

22. Signature of Apprentice / Guardian

23. Signature, Name & address of witness: 1.

24. Signature of Surety with Name & Address

FOR BOARD’S USE: Registered under Sec. 4 of the Apprentices Act

Vide Regn. ____________________________

REGIONAL CENTRAL APPRENTICESHIP ADVISER

OTE

Before forwarding this form to Board of Apprenticeship/Practical Training kindly ensure the following; otherwise contract may not be registered.

1. All the columns are duly filled and signatures and photograph are affixed at designated place.
2. Enclose Xerox copy of pass certificate of Degree or Diploma or +2 (Voc) examination (as the case may be).

(*) Enclosure to Contract of Apprenticeship Training

The main provisions of the Apprenticeship Rules relating to the Contract of Apprenticeship Training are:-

1. (a) It shall not be obligatory on the part of the employer to offer any employment to the apprentice on completion of period of apprenticeship training in his establishment nor shall it be obligatory on the part of the apprentice to accept an employment under the employer. Engagement being made under section 22(1) of the Act.

(b) If, however, there is a condition in the contract of Apprenticeship that the apprentice shall, after the successful completion of training serve the employer, the employer shall, on such completion, be bound to offer suitable employment to the apprentice and the apprentice shall be bound to serve the employer in that capacity for such period and for such remuneration as may be specified in the contract subject to the approval of the Central Apprenticeship Adviser. Engagement being made under section 22 (2) of the Act.

2. The employer shall pay stipend per month to the Graduate, Technician and Technician (Vocational) apprentices at the minimum rates (as per the provisions of sub-rule (2) of rule 11 of the Apprenticeship Rules, 1992) [Revised timed to time by Govt. of India]

(a) Graduate Apprentices

(b) Sandwich Course

(Students from Degree Institutions)

(c) Technician Apprentices

(d) Sandwich Course

(Students from Diploma Institutions)

(e) Technician (Vocational) Apprentices

3. The stipend prescribed for graduate apprentices shall be paid by the employer to those apprentices who possess a degree of minimum three years duration after 10+2 system of education and undergoing apprenticeship training in optional trade.

4. The stipend prescribed for technician apprentices shall be paid by the employer to those apprentices who possess a diploma of three years after 10th class or diploma of two years after 12th pass and undergoing apprenticeship training in optional trade.

5. The stipend prescribed for technician (vocational) apprentices shall be paid by the employer to those apprentices who possess a certificate in vocational course involving two years of study after completion of secondary stage of school education and undergoing apprenticeship training in optional trade.

6. The stipend prescribed for trade apprentices shall be paid by the employer to all other apprentices undergoing apprenticeship training in optional trade according to their period of apprenticeship training.

7. The stipend for a particular month shall be paid by the tenth day of the following month. No deduction shall be made from the stipend for the period during which an apprentice remain on leave as observed in the establishment.

8. Where the Contract of Apprenticeship is terminated through failure on the part of the employer in carrying out the terms and conditions of the Contract (as notified under the Apprenticeship Rules, 1992), he shall pay to the apprentice such compensation as may be provided by the Central Government.

9. In the event of premature termination of Contract of Apprenticeship for failure on the part of apprentice to carry out the terms and condition of the contract (as notified under the Apprenticeship Rules, 1992), the surety at the request of apprentice hereby guarantees to employer the payment of such amount as determined by the Apprenticeship Adviser as and towards the cost of training.
10. The liability of the surety is limited to an amount of two thousand five hundred rupees with interest at twelve per cent. per annum.

11. The employer would also submit Bank Roll (Statement of Payment of Stipend to respective apprentices duly acknowledged by the concerned Bank) along with the Claim Bill every quarter to BOPT for verification & reimbursement of Central Government Share of stipend.
APPRENTICESHIP CONTRACT REGISTRATION FORM UNDER SECTION 22(2)

1. Enrollment No. of student (As generated from www.mhrdnats.gov.in): [Insert Enrollment Number]

2. Category(Put √) | Graduate | Diploma | Tech.Vocational
---|---|---|---
Apprentice | [Affix a colour stamp size photograph with white back ground & self-attested]

3. Whether Sandwich Course student or not, State Yes/ No [Insert Yes or No]

4. Trade (Mention Specific Name) | Designated Trade | Optional Trade
---|---|---

5. Name of the Apprentice (Block Letters) (As per Mark Sheet): [Insert Name]

6. Father’s Name: [Insert Name]

7. Mother’s Name: [Insert Name]

8. Address of apprentice

<table>
<thead>
<tr>
<th>Address for Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pin</td>
</tr>
<tr>
<td>E-mail ID:</td>
</tr>
<tr>
<td>Mobile No:</td>
</tr>
</tbody>
</table>

9. (Please Tick in appropriate box) | 10. Age in Years (√)
---|---
Male | Female | Transgender
<18 | >18

11. Date of Birth

<table>
<thead>
<tr>
<th>D</th>
<th>D</th>
<th>M</th>
<th>M</th>
<th>Y</th>
<th>Y</th>
<th>Y</th>
<th>Y</th>
</tr>
</thead>
</table>

12. Whether He/She belong to: (√)

- S.C.
- S.T.
- O.B.C.
- P.W.D.
- Minority

13. Education Qualification considered eligible for apprenticeship training under the Act:

<table>
<thead>
<tr>
<th>Name of the Institution/College University</th>
<th>Qualification</th>
<th>Period of course (Yrs.)</th>
<th>Specify Subject/Trade</th>
<th>Year &amp; Month of Passing</th>
<th>Enrollment No./Final Year Mark Sheet No.</th>
</tr>
</thead>
</table>

14. Date of Commencement of Training

15. Date of Completion of Training

16. Period of Training

17. Rate of Stipend payable by the establishment ( )

18. Bank A/c No. to which STIPEND will be credited by the employer

19. IFS Code of the Branch

20. Name & Address of the Employer

We, the Employer, Apprentice (the Guardian in the case of Minor Apprentices) hereby declare that we have read The Apprentices Act, 1961 and the Apprenticeship Rules, 1992, regarding the contract of apprenticeship training under section 22(2) of The Act including the respective obligations and agree to abide by all the provisions made thereunder. In case of default by the either the apprentice or the employer, we agree to compensate the other party as per the provisions of the Apprenticeship Rules, 1992 [Main Provisions of the Rules may be seen in the Enclosure. (*)]

21. Signature of Employer (with Seal)

22. Signature of Apprentice / Guardian

23. Signature, Name & address of witness: 1.

24. Signature of Surety with Name & Address

FOR BOARD’S USE: Registered under Sec. 4 of the Apprentices Act

Vide Regn. [Insert Registration Number]

REGIONAL CENTRAL APPRENTICESHIP ADVISER

P.T.O.
NOTE
Before forwarding this form to Board of Apprenticeship/Practical Training kindly ensure the following;
otherwise contract may not be registered.
3. All the columns are duly filled and signatures and photograph are affixed at designated place.
4. Enclose Xerox copy of pass certificate of Degree or Diploma or +2 (Voc) examination (as the case may be).

(* ) Enclosure to Contract of Apprenticeship Training

The main provisions of the Apprenticeship Rules relating to the Contract of Apprenticeship Training are:-

3. (a) It shall not be obligatory on the part of the employer to offer any employment to the apprentice on completion of period of apprenticeship training in his establishment nor shall it be obligatory on the part of the apprentice to accept an employment under the employer. Engagement being made under section 22(1) of the Act.

(b) If, however, there is a condition in the contract of Apprenticeship that the apprentice shall, after the successful completion of training serve the employer, the employer shall, on such completion, be bound to offer suitable employment to the apprentice and the apprentice shall be bound to serve the employer in that capacity for such period and for such remuneration as may be specified in the contract subject to the approval of the Central Apprenticeship Adviser. Engagement being made under section 22 (2) of the Act.

4. The employer shall pay stipend per month to the Graduate, Technician and Technician (Vocational) apprentices at the minimum rates (as per the provisions of sub-rule (2) of rule 11 of the Apprenticeship Rules, 1992) [Revised timed to time by Govt. of India]

(a) Graduate Apprentices : 4984
(b) Sandwich Course
   (Students from Degree Institutions) : 3542
(c) Technician Apprentices : 3542
(d) Sandwich Course
   (Students from Diploma Institutions) : 2890
(e) Technician (Vocational) Apprentices : 2758

12. The stipend prescribed for graduate apprentices shall be paid by the employer to those apprentices who possess a degree of minimum three years duration after 10+2 system of education and undergoing apprenticeship training in optional trade.

13. The stipend prescribed for technician apprentices shall be paid by the employer to those apprentices who possess a diploma of three years after 10th class or diploma of two years after 12th pass and undergoing apprenticeship training in optional trade.

14. The stipend prescribed for technician (vocational) apprentices shall be paid by the employer to those apprentices who possess a certificate in vocational course involving two years of study after completion of secondary stage of school education and undergoing apprenticeship training in optional trade.

15. The stipend prescribed for trade apprentices shall be paid by the employer to all other apprentices undergoing apprenticeship training in optional trade according to their period of apprenticeship training.

16. The stipend for a particular month shall be paid by the tenth day of the following month. No deduction shall be made from the stipend for the period during which an apprentice remain on leave as observed in the establishment.

17. Where the Contract of Apprenticeship is terminated through failure on the part of the employer in carrying out the terms and conditions of the Contract (as notified under the Apprenticeship Rules, 1992), he shall pay to the apprentice such compensation as may be provided by the Central Government.

18. In the event of premature termination of Contract of Apprenticeship for failure on the part of apprentice to carry out the terms and condition of the contract (as notified under the Apprenticeship Rules, 1992), the surety at the request of apprentice hereby guarantees to employer the payment of such amount as determined by the Apprenticeship Adviser as and towards the cost of training.

19. The liability of the surety is limited to an amount of two thousand five hundred rupees with interest at twelve per cent. per annum.

20. The employer would also submit Bank Roll (Statement of Payment of Stipend to respective apprentices duly acknowledged by the concerned Bank) along with the Claim Bill every quarter to BOPT for verification & reimbursement of Central Government Share of stipend.
Record of work done/studies undertaken by 
Graduate/Technician/Technician (Vocational) Apprentice as a part of on the job training

<table>
<thead>
<tr>
<th>Date Day &amp; shift</th>
<th>Description of the work done</th>
<th>Nature of work</th>
<th>Signature of Section Head with Comments, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of Apprentice.  
Signature of Training Incharge.
APPRENTICES (AMENDMENT) ACT, 1973/1986 FORM FOR CLAIMING THE REIMBURSEMENT OF STIPEND CLAIMS FOR REIMBURSEMENT & STATEMENT OF ACCOUNTS FOR QUARTER ENDING MAR./JUN./SEP./DEC. 20….

In respect of Apprentices under training with M/s..............................

<table>
<thead>
<tr>
<th>Registration Number</th>
<th>Date of Engagement</th>
<th>Name of the Apprentice</th>
<th>Rate of Stipend Rs.….</th>
<th>Govt. Share of Stipend</th>
<th>Total Period</th>
<th>Total Amount Payable</th>
<th>Deductions if any</th>
<th>Detailed reasons for deduction</th>
<th>Stipend amount actually paid to the apprentice Rs.….</th>
<th>Stipend amount to be reimbursed by Govt. Rs……….</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
</tbody>
</table>

Note :- Please submit ECS details if not submitted earlier.

Signature, Seal, Designation & Name of the Authority.
Annexure 2.12

BOARD OF APPRENTICESHIP / PRACTICAL TRAINING,
MUMBAI, CHENNAI, KANPUR / KOLKATA

RECORD OF PROGRESS OF APPRENTICES
(To be submitted once a Quarter in respect of Graduate /Technician /Technician (Vocational) apprentice alongwith the claim for reimbursement.)

Name ___________________________________________ Registration No. ___________________________

Subject field in Engineering or Technology/Vocational ______________________________
(Please specify branch / course of study)

Under Training at (Please specify Name and place of the establishment)
____________________________________________________________________________________________

Date of commencement of training: ______________________

Area (Department / Section of Training in the establishment) During the Quarter __________________________
__________________________________________________________________________________________

Progress Report for Quarter From ______________________ To __________________________

i) Aptitude for Training
____________________________________________________________________________________________
____________________________________________________________________________________________

ii) Performance During the Quarter
____________________________________________________________________________________________

iii) Shortcomings, if Any
____________________________________________________________________________________________
____________________________________________________________________________________________

iv) Reaction of Trainee to Corrective Action at (iii) Above
____________________________________________________________________________________________
____________________________________________________________________________________________

v) Assessment
Excellent/ Very Good/ Good / Unfit (Please reproduce clearly)
____________________________________________________________________________________________

Remarks __________________________________________
___________________________________________________

Signature of Apprentice ______________________________ Signature of Officer/Executive/In charge of Training

Name and Signature of Manager (HR) with Establishment Seal
BOARD OF APPRENTICESHIP / PRACTICAL TRAINING, MUMBAI, CHENNAI, KANPUR / KOLKATA

CERTIFICATE

Certified:

1. That net amount shown in Column No. 10 against each apprentice has actually been paid, valid receipt for which is maintained in this office. The receipt will be produced for scrutiny of the Apprenticeship Adviser as and when necessary.

2. That the amount claimed in Column No. 11 is in accordance with the provision of the Apprentices (Amendment) Act, 1973 / 1986 and the claim preferred in this bill has not been drawn before.

Signature, Seal, Designation & Name of the Authority.

RECEIPT

We hereby acknowledge the receipt of the amount stated below against our bill.

Amount to be paid Rs. ________________

Finally admitted for payment Rs._______________

Signature

1 Re
REVENUE
STAMP

Signature, Seal, Designation & Name of the Authority.

Note:

1. The Govt. of India share of stipend is restricted to 50 % of the minimum prescribed rates.
2. Under “Reasons” in Col. No. 9, the employer is required to quote the dates with month for which the stipend has not been paid & Govt. share should also be reduced proportionately.
3. This Claim bill must be accompanied with the following:
   a.  APP – 6 for each quarter ending (Mar/Jul/Sep/Dec) separately.
   b.  Employment information for each apprentice with the last claim bill.
BOARD OF APPRENTICESHIP / PRACTICAL TRAINING, 
MUMBAI, CHENNAI, KANPUR / KOLKATA 

EMPLOYMENT INFORMATION PROFORMA 
(To be submitted separately for issuing Certificate of Proficiency for each apprentice completing one year of the apprenticeship training) 

INFORMATION IN RESPECT OF THE CANDIDATE WHO HAS UNDERGONE APPRENTICESHIP TRAINING 

1. Name and Address of the Employer : _________________________________________________  
_________________________________________________________________________________

2. Contract Registration Number :  

3. Name of the apprentice : Hindi : _____________________________________________  
(as per final year marksheet)  
English : _____________________________________________  

4. Father's / Husband's Name : _________________________________________________  

5. Category of Apprentice (Graduate/Technician/Vocational) : ____________________  

6. Subject / Branch of study (as per marksheet) : ______________________  

7. Date of commencement of Training (as per contract) : ______________________  

8. Rate of Stipend paid during training : ______________________  

9. Has he/she completed the apprenticeship training? : Yes/No  
i) if, yes, date of completion of training : ______________________  
ii) if no date of leaving before completion of training. : ______________________  

10. In case training completed (Tick which is applicable) : 

i) Absorbed by us  
ii) Employed elsewhere  
iii) Launched his/her own business  
iv) Whereabouts not known  

11. In case left before completion of training (tick which is applicable) : 

a) Regular Job elsewhere  
b) Absorbed by us before completion of trg.  
c) Higher studies  
d) Self employment  
e) Absconding  
f) Medical ground  
g) Other reasons not known  

12. His /Her overall performance has been assessed as : ______________________  
#(Excellent/Very Good/Good/Unfit) 

Date: ______________  
Place: ______________  
Signature  
Name and Designation  
of the employer  
[To be signed only by a Senior Official] 

with the establishment seal 

Name, permanent address with pin code and contact number of the apprentice: 

Email: -  
Mobile No.:  

# The employer is advised to compulsorily write the grade for the performance of the apprentice distinctly in the same ink instead of putting a tick mark, to enable BOAT (WR) to mention the same on the Certificate of Proficiency. In case of ambiguity “Good” will be awarded as the grade. 

Checklist for Employer:  
☐ Mention of Grade  
☐ Signature of the employer  
☐ Seal of the establishment  

Information under points 10 & 11 Please authenticate overwriting, if any
To The Director of Training,  
Board of Apprenticeship / Practical Training  
Mumbai, Chennai, Kanpur / Kolkata  


Sir,  
Submitted herewith a termination request to terminate the Apprenticeship Contract under Section 7 of The Apprentices Act, 1961 (as amended in 1973 & 1986).  

1. Name of Organization / Establishment: ____________________________  
2. Name of the Apprentice: ________________________________________  
3. Category of Apprentice: [Graduate / Technician / Technician (Vocational)]  
4. Registration No.: _______________________________________________  
5. Period of training as per the Contract registered: From ______/_____/_______ To ______/_____/_______  
6. Period of Training actually undergone: From ______/_____/_______ To ______/_____/_______  
7. Reasons for termination of Contract: ________________________________  
8. Whether the apprentice has secured gainful Employment? YES / NO.  
   (If yes, please enclose true copy of the appointment letter & resignation letter.)  
9. Whether the Apprentice is medically fit? YES / NO.  
   (If no, please enclose a Medical Certificate issued by Civil Surgeon)  
10. Whether recovery of cost of stipend is intended: YES / NO. [If no option is exercised, option ‘No’ shall be considered to have been executed.]  
11. Address of the apprentice of correspondence: ________________________  
    District _____________, State ______________, Pin ____________  

Yours faithfully,  

[Signature of Apprentice]  
[Signature of the Employer]  

(Seal of Establishment)  

[Check list:  
- If the apprentice has secured employment, then the copy of Appointment / Offer Letter attested by the employer.  
- If apprentice has left due to ill health, then the original Medical Certificate issued by Civil Surgeon is enclosed.  
- Copy of the resignation letter tendered by the apprentice, attested by the employer.  
- If absconding or left without information, then the attested (by employer) copy of correspondence made by the employer.  
- Seal of the establishment is affixed.  
- Signature of the employer, and signature of apprentice (if applicable).]  

NOTE: The recovery of stipend is not to be effected on the following grounds:  
a. If the apprentice has secured a gainful employment.  
b. If the apprentice has health issues. In this case a original Medical Certificate issued by a Civil Surgeon should accompany this Proforma.]  

Check list:  

- If the apprentice has secured employment, then the copy of Appointment / Offer Letter attested by the employer.  
- If apprentice has left due to ill health, then the original Medical Certificate issued by Civil Surgeon is enclosed.  
- Copy of the resignation letter tendered by the apprentice, attested by the employer.  
- If absconding or left without information, then the attested (by employer) copy of correspondence made by the employer.  
- Seal of the establishment is affixed.  
- Signature of the employer, and signature of apprentice (if applicable).
Sub: Termination of contract registered under no.- in respect of -- apprentices.

Ref: Letter No. NIL dated - from -

Sir/Madam,

Under Sub-section 3 of Section 7 of The Apprentices Act, 1961 as amended in 1973, I, the undersigned, hereby terminate the contract in respect of the aforesaid apprentice with effect from - after office hours in exercise of powers conferred by provision to Sub-section 3 of Section 7 of The Apprentices Act, 1961 as amended in 1973, I, the undersigned, hereby further direct that Shri./ Smt./ Km. - should, within a month of receipt of this order, pay to -, a sum of Rs. 0.0/- as refund of cost of training compensation under intimation to the office.

Director & Regional Central Apprenticeship Advisor

To
(Name and Address of the Apprentice)

Copy to :-
(Name and Address of the Establishment Officer)
CONTRACT FORM FOR NOVATION OF CONTRACT OF APPRENTICES UNDER SECTION 5 OF THE APPRENTICES ACT 1961 IN THE CASE OF GRADUATE / TECHNICIAN APPRENTICES

This contract made this ……………………day ………………………. Between
………………….…………………………………………………………………………………………….. (hereinafter
called First Employer) carrying on business at ……………………………. Of the First Part
and…………………………………………………………………………………………………… (hereinafter
called Other Employer) carrying on business at ………………………………………….. of the second part
and……………………………..………………………………………………………………………..
(hereinafter called the (Apprentice) of the Third part.

Whereas the apprentice of the third part who executed the Contract with the First Employer, registered with the Regional Central Apprenticeship Adviser under Registration No._____________ on the ………….……..day of………………………19 expressed his desire to discontinue his training with
the First Employer and continuous the same with the other Employer for the unexpired portion of the
Apprenticeship Training.

And whereas the Regional Central Apprenticeship Adviser is satisfied that for the reasons stated
by the apprentice, it is in the interest of the apprentices or in public interest, the apprentice is engaged
under the other Employer for training for the unexpired portion of the Apprenticeship Training.

And whereas the First Employer has consented to release the apprentice for undergoing
training with the Other Employer for the unexpired portion of the Apprenticeship Training Period.

And whereas the other Employer has agreed to engage the apprentice for the unexpired portion of
the period of apprenticeship training and to fulfil the obligation under the said contract executed between
the first employer and the apprentice.

And whereas the apprentice has agreed to continue as an apprentice for the unexpired portion of
his apprenticeship training and to fulfil obligation under the said contract already executed by him with
the first employed.

5. The Contract of apprenticeship with the first employer shall terminate between the apprentice
and the first employer with effect from the date of this contract and no obligation under the contract shall
be enforceable at the instance of any party to the contract against the other party thereto.

6. The Contract of apprenticeship already executed between the First Employer and the
apprentice (vide Annexure-I) shall be deemed to be the contract executed under the Apprentice Act 1961
between the other employer and the apprentice with effect from the date on which this contract is
executed as if the other employer and the apprentice were parties thereto instead of the First Employer
and the apprentice. The obligation of the other employer and the apprentice under this contract shall be
enforceable at the instance of any party to the contract against the other party thereto.
IN WITNESS WERE OF THE portion hereto have executed these present the day and the year first above written.

Signed by the First Employer above

Name in the Presence of  

SIGNATURE OF THE FIRST EMPLOYER

1.  
2.  

Signed by the Other Employer above

Name in the Presence of  

SIGNATURE OF THE FIRST EMPLOYER

1.  
2.  

Signed by the Apprentice above

Name in the Presence of  

SIGNATURE OF THE APPRENTICE

1.  
2.  

NOVATION APPENDED TO TE ORIGINAL CONTRACT
REGISTERED WITH THIS OFFICE VIDE REGISTRATION 
NUMBER._______________________________

REGIONAL CENTRAL APPRENTICESHIP ADVISER
Statement for extension of training period

Name of Establishment & Address:

<table>
<thead>
<tr>
<th>Name of the Apprentices</th>
<th>Trade</th>
<th>Registration No.</th>
<th>Date of Joining</th>
<th>Training Period From</th>
<th>Training Period To</th>
<th>Anticipated Attendance of training according to trade</th>
<th>Actual Attendance</th>
</tr>
</thead>
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<tr>
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<td>Shop Floor</td>
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Shortfall in Attendance | Reason for Shortfall and Period | Period to be extended to make

<table>
<thead>
<tr>
<th>Practical</th>
<th>R.I.</th>
<th>Total</th>
<th>Practical</th>
<th>R.I.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td></td>
<td>Total 9</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Period to be extended to make

10

Sign and Seal of Officer of the Company
CERTIFICATE OF PROFICIENCY

Name: Rakesh Pandurang Pandurang

Annual Average: 68

The above-stated student has been employed in the field of ELECTRICAL ENGINEERING on the roll of ELECTRICAL ENGINEER, and has been found to have completed the course of study in the specified field as per the provisions of the Apprenticeship Act, 1961 (Act No. LXXII of 1961).

Good performance in all practical and theoretical knowledge during the training course has been observed.

Signature: Director of Training

Regional Apprenticeship Training Centre
Mumbai
BOARD OF APPRENTICESHIP / PRACTICAL TRAINING,
MUMBAI, CHENNAI, KANPUR / KOLKATA
SAMPLE QUERRY FOR ESTABLISHMENT

1. Name of the Establishment: 

2. Address: 

3. Type:  
   - Central  
   - State  
   - Private

4. Size:  
   - Small  
   - Medium  
   - Large

5. Annual Turn over: 

6. For how long your estt. is implementing NATS: Less than 5 yrs  
   - 5-10 years  
   - 10-15 years

7. Whether your establishment is facing any difficulty in compliance of the Act?: Yes / No
   If yes, please give details
   - Absence of basic training facilities
   - Not having required number of trainees
   - Lengthy & Cumbersome record keeping requirements
   - Cost of Training / Stipend
   - Others (Please Specify)

8. Whether number of seats and or subject fields allocated to your establishment is commensurate to the training facilities available?: Yes / No
   If No, please give details

9. Do you receive Registration Numbers of Contracts timely from BOAT?: Yes / No

10. Do you receive your claim bills timely from Boat?: Yes / No

11. How useful is the information provided by BOAT on its web portal?:
   - Not at all / somewhat / very much
   If Not at all, what kind of information you expect of the BOAT to be made available on its web portal?

12. Do you seek help from the BOAT in filling the seats: Yes / No

13. Do you participate in the programmes like Bharti Mela / Industry Meet organized by the Board?: Yes / No

14. How useful is the List of Candidates sent to you by the BOAT in their engagement as apprentices?:
   - Not at all / somewhat / very much
   - If Not at all, please explain
15. A. Please provide the details of apprentices (Graduate/diploma/10+2 Vocational) trained by your establishment, absorbed for employment

<table>
<thead>
<tr>
<th>Name</th>
<th>Period of Training</th>
<th>Apprenticeship Registration No.</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
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<tr>
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</tr>
</tbody>
</table>

B. Please provide the details of apprentices (Graduate/diploma/10+2 Vocational) trained by other establishment, recruited by your establishment.

16. Suggestions:

Signature:
Name:
Designation:

Seal of the Establishment
BOARD OF APPRENTICESHIP / PRACTICAL TRAINING,
MUMBAI, CHENNAI, KANPUR / KOLKATA

SAMPLE QUERRY FOR EX-APPRENTICES

1. Name of the Apprentice : 1(A) Registration No.:

2. Gender : Male / Female

3. Address :

4. Period of Training :

5. Category of Apprentice : Graduate / Technician / Technician (Vocational)

6. Name of the Subject Field :

7. Name of the Estt. from where apprenticeship training obtained :

8. Size and Sector of the Establishment : Small / Medium / Large
   Private / State / Central

9. How did you come to know about NATS : Bharti Mela / Campus Interviews / Advertisement by BOAT / Advertisement by Establishment / BOAT’s Web portal / TPO of the Institute / Bharti Mela organized by BOAT / Any other source (please specify)

10. Had you enrolled on NATS prior to your engagement for apprenticeship training? Yes / No
    If Yes, Enrolled Online / Offline

11. Did you face any difficulty in enrolling (engaging) as apprenticeship trainee? Yes / No
    If yes, please identify the difficulty you faced
    a. Administrative delay
    b. Tedious enrollment procedure
    c. Non-transparent system
    d. Any other (please specify)

12. Did you get ‘Certificate of Proficiency’ from BOAT on demand? Yes / No
    If No, Please specify the problem you faced in obtaining the Certificate:

13. Up to what extent the course curriculum of your discipline / subject field matched with your training in the establishment?
    Fully / Partially / Not at all
    If Not at all please give details.

14. Did you receive stipend in time? Yes / No
    If No, did you approach the concerned training supervisor and then Central Apprenticeship Adviser? Please give details:
15. How well were you imparted apprenticeship training?
   a. Satisfactory
   b. Unsatisfactory
   c. Excellent
      i. If unsatisfactory, please explain

16. Presently are you - Employed / Self-employed / Unemployed / Pursuing Higher Education / Any other (Please specify): 
   If Employed / Self-employed How useful was apprenticeship training in getting employment / self-employment: Not at all / somewhat / Very Much

17. How much awareness is there in the society around you about NATS in your opinion? 
   Not at all / Poor / somewhat / Sufficient

18. To create sufficient awareness about NATS, please number mode of media / method of publicity from 1 in descending order of effectiveness.
   a. Newspaper
   b. Television
   c. Radio
   d. Internet
   e. Any other (please specify)

19. Would you recommend the other aspirants to undergo apprenticeship training? Yes / No
   a. If No, please give reason(s).

20. Suggestions:

   Signature:
   Name:
BOARD OF APPRENTICESHIP / PRACTICAL TRAINING, MUMBAI, CHENNAI, KANPUR / KOLKATA
SAMPLE QUERY FOR APPRENTICES UNDERGOING TRAINING

1. Name of the Apprentice : 1(A) Registration No. :

2. Gender : Male / Female

3. Address : 

4. Period of Training : 

5. Name of the Estt. where undergoing training: 

6. Name of the Subject Field : 

7. Category of Apprentice : Graduate / Technician / Technician (Vocational)

8. How did you come to know about NATS : Bharti Mela / Campus Interviews / Advertisement by BOAT / Advertisement by Establishment / BOAT’s Web portal / TPO of the Institute / Any other source (please specify)

9. Had you enrolled on NATS web portal before your engagement for apprenticeship training? Yes / No

10. How were you engaged for apprenticeship training? 
    Bharti Mela / Campus Interviews / Directly through Establishment / By Recommendation of Placement Section of BOAT/any other mode, please specify__________________________

11. Did you face any difficulty in engaging as apprenticeship trainee? Yes / No
    If yes, please identify the difficulty you faced
    a. Administrative delay
    b. Tedious enrollment procedure
    c. Non-transparent system
    d. Any other (please specify)

12. Up to what extent the course curriculum of your discipline / subject field is matching with your training in the establishment?
    Fully / Partially / Not at all
    If Not at all, please provide details.

13. How well are you being imparted apprenticeship training?
    a. Satisfactory
    b. Unsatisfactory
13(A) Have you ever been given a copy of approved training by the establishment? Yes / No

14. Do you receive stipend in time? Yes / No
   If Not, Please give details:
   14(A) Rate of monthly stipend paid during apprenticeship training

15. What do you think up to what extent, the present training will be useful to you in improving your employability?
    Not useful / Useful / Very Useful
    If Not at all, please specify:

21. How much awareness is there in the society around you about ATS in your opinion?
    Not at all / Poor / somewhat / Sufficient

22. To create sufficient awareness about ATS, please number mode of media / method of publicity from 1 in descending order of effectiveness.
    a. Newspaper
    b. Television
    c. Radio
    d. Internet
    e. Any other (please specify)

16. Would you recommend the other aspirants to undergo apprenticeship training? Yes / No
    a. If No, please give reason(s).

17. Suggestions:

   Signature:
   Name:
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<tr>
<td>1. Name of the Institution</td>
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</tr>
<tr>
<td>2. Address</td>
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<td>3. Type</td>
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<td>Private</td>
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<td>1. Name of the Principal/ Director</td>
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<tr>
<td>4A. Email Id</td>
<td>:</td>
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<tr>
<td>4B. Contact No.</td>
<td>:</td>
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<tr>
<td>5B. Contact No.</td>
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<tr>
<td>3. Branch</td>
<td>Year</td>
<td>No. of students passed out</td>
<td>No. of Students selected in Campus Interview</td>
<td></td>
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<tr>
<td>4. The concomitant programs conducted in coordination with BOATs/BOPT Career Guidance Program Entrepreneurship Development Program Industry Institute interaction meet Others, specify</td>
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<td>5. Specify the program you would like to host</td>
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<td>6. Suggestion, if any</td>
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<td>Subject Field</td>
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<td>STRUCTURAL ENGINEERING</td>
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<td>LEATHER GOODS AND FOOTWEAR MANUFACTURE</td>
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<td>HIGHWAY ENGINEERING</td>
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<td>RUBBER TECHNOLOGY</td>
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<td>BIO-CHEMICAL ENGINEERING</td>
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<td>REFRIGERATION AR-CONDITIONING</td>
<td>47</td>
<td>INSTRUMENTATION TECHNOLOGY</td>
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<td>MACHINE TOOL TECHNOLOGY</td>
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<td>29</td>
<td>Repair &amp; Maintenance of Power Driven Farm Machinery</td>
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<td>Veterinary Pharmacist-cum-Artificial Insemination Assistant</td>
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<td>31</td>
<td>Agro Based Food Industries (Animal Based)</td>
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<td>Agro Based Food Industries (Crop Based)</td>
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<td>Agro Based Industries (Feed Based)</td>
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<td>Fish Seed Production</td>
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<td>Co-operation</td>
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<td>38</td>
<td>Export - Import Practices &amp; Documentation</td>
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<td>Insurance</td>
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<td>Purchasing &amp; Store-keeping</td>
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<td>Taxation Practices / Taxation Laws / Tax Assistant</td>
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<td>Audio - Visual Technician</td>
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<td>Physiotherapy &amp; Occupational Therapy</td>
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<td>X-Ray Technician</td>
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<td>Catering and Restaurant Management</td>
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<td>Institutional Housekeeping</td>
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<td>Pre-School &amp;Creche Management</td>
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<td>Commercial Garment Designing &amp; Making</td>
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<td>Interior Design</td>
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<td>Library and Information Science</td>
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<td>Tourism and Travel Techniques</td>
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<td>Instrument Music (Percussion Table)</td>
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<td>Basic Financial Services</td>
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<td>Healthcare &amp; Beauty Culture</td>
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<td>Bleaching, Dyeing and Fabric Painting</td>
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<td>E.C.G. and Audiometric Technician</td>
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<td>Auxiliary Nurse and Mid Wives</td>
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<td>Electronics Technology</td>
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<td>Computer Graphics Animation</td>
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<td>Radio and TV Maintenance and Repairs</td>
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<td>Domestic Electronic and Project Equipment</td>
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<td>107</td>
<td>General Machinist</td>
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<td>Electrical Motor Rewinding</td>
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<td>Maintenance and Servicing of Textile Machinery</td>
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<td>Dress Designing and Making</td>
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<td>Accountancy and Taxation</td>
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<td>Construction Technology, Water Supply &amp; Sanitary Engg</td>
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<td>113</td>
<td>Office Assistantship</td>
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<td>114</td>
<td>Automobile Engineering Technician</td>
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<td>Food Preservation and Processing</td>
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<td>Mushroom Culture</td>
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<td>Preservation and Processing of Fruits and Vegetables</td>
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<td>Air Conditioners and Refrigerators Mechanics</td>
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<td>Mining Geology</td>
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<td>Consumer and Industrial Electronics Mechanics</td>
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<td>Computer Science</td>
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<td>Live Stock Management (Poultry Husbandry)</td>
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<td>Nursery Management and Ornamental Gardening</td>
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<td>Fruit and Vegetables</td>
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<td>Office Secretaryship with Accountancy</td>
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<td>Aquaculture</td>
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<td>Banking and Financial Services</td>
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<td>Domestic Nursing</td>
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<td>Electrical Wiring and Services of Electrical Appliances</td>
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<td>General Insurance</td>
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<td>Maintenance and Operation of Bio-Medical Equipments</td>
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<td>Bakery and Confectionary</td>
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Annexure 3.0

REPORTS REQUIRED AS PER THE PRESCRIBED FORMAT FOR PLACEMENT SECTION


<table>
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<th>Date of Enrollment</th>
<th>Enrollment No.</th>
<th>Candidate’s Name</th>
<th>City’s Name</th>
<th>Level</th>
<th>Percentage</th>
<th>Year of Passing</th>
<th>Subject</th>
<th>Community</th>
<th>Gender</th>
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<th>Enrollment No.</th>
<th>Candidate’s Name</th>
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<th>Year of Passing</th>
<th>Subject</th>
<th>Community</th>
<th>Gender</th>
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Report No. 3: List of Candidates sent to Establishments.

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<th>Establishment No.</th>
<th>Establishment Name</th>
<th>Establishment Address</th>
<th>Establishment State</th>
<th>Establishment District</th>
<th>Date of Forward</th>
<th>No. of Aspirants Sent</th>
<th>Print Aspirants List Sent</th>
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Report No. 4: State wise & Level wise Positions of Candidates.

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<th>State</th>
<th>Enrollment of Aspirants</th>
<th>Aspirants Placed</th>
<th>Balance</th>
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<td>TA</td>
<td>VO</td>
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Report No. 5: District wise & Level wise Positions of Candidates.

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<th>District Name (State)</th>
<th>Enrollment of Aspirants</th>
<th>Aspirants Placed</th>
<th>Balance</th>
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<tbody>
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### Report No. 6: State wise and Community wise Positions of Candidates.

**State wise and Community wise Positions of Candidates from DD/MM/YYYY to DD/MM/YYYY**

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<thead>
<tr>
<th>State</th>
<th>SC</th>
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<th>OBC</th>
<th>Others (Including Minority)</th>
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### Report No. 7: District Wise and Community wise Positions of Candidates.

**District wise and Community wise Positions of Candidates from DD/MM/YYYY to DD/MM/YYYY**

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<th>SC</th>
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<th>OBC</th>
<th>Others (Including Minority)</th>
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### Report No. 8A: Subject Wise and Level Wise Positions of Candidates (GA).

**Subject Wise and Level Wise Positions of Candidates (GA) from DD/MM/YYYY to DD/MM/YYYY**

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<th>Subject</th>
<th>Seats Located</th>
<th>Enrollments Recd.</th>
<th>Attempts</th>
<th>Balance</th>
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### Report No. 8B: Subject Wise and Level Wise Positions of Candidates (TA).

**Subject Wise and Level Wise Positions of Candidates (TA) from DD/MM/YYYY to DD/MM/YYYY**
### Report No. 8C: Subject Wise and Level Wise Positions of Candidates (VOC)

Subject Wise and Level Wise Positions of Candidates (VOC) from DD/MM/YYYY to DD/MM/YYYY

<table>
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<th>Subject</th>
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<th>Enrollments Recd.</th>
<th>Attempts</th>
<th>Balance</th>
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<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
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</table>
Layout for the Banner of a Concomitant Programme

BOARD OF APPRENTICESHIP / PRACTICAL TRAINING, MUMBAI, CHENNAI, KANPUR / KOLKATA

(NAME OF THE PROGRAMME)
Organised Jointly By

BOARD OF APPRENTICESHIP / PRACTICAL TRAINING, MUMBAI, CHENNAI, KANPUR / KOLKATA
AN AUTONOMOUS BODY OF MINISTRY OF HUMAN RESOURCE DEVELOPMENT GOVERNMENT OF INDIA &

(NAME OF THE INSTITUTE)

(DATE)
# REPORT ON PROGRAMMES CONDUCTED

**BOARD OF APPRENTICESHIP / PRACTICAL TRAINING, MUMBAI, CHENNAI, KANPUR / KOLKATA**

FROM / / TO / /

## 1. CAREER GUIDANCE PROGRAMMES

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<th>No. of faculties deployed</th>
<th>No. of participants</th>
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</table>

## 2. SUPERVISORY DEVELOPMENT PROGRAMMES

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Venue</th>
<th>Date/ Period</th>
<th>No. of topics/ sessions</th>
<th>No. of faculties deployed</th>
<th>No. of participants</th>
<th>Officer coordinating at establishment level</th>
<th>Name of the officer who organized the programme</th>
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## 3. ENTREPRENEURSHIP DEVELOPMENT PROGRAMMES

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<th>No. of participants</th>
<th>Officer coordinating at establishment level</th>
<th>Name of the officer who organized the programme</th>
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## 4. CENTRALISED APPRENTICE ENGAGEMENT CAMPS (*BHARTI MELAS*)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Date &amp; Venue</th>
<th>Details of participation</th>
<th>Details of selection</th>
<th>Other details</th>
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<tbody>
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<td>No. of establishments participated</td>
<td>No. of aspirants present</td>
<td>No. of aspirants who filled the enrolment form</td>
</tr>
<tr>
<td>2</td>
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<td>No. of representatives of establishments</td>
<td>No. of candidates selected</td>
<td>No. of aspirants to whom introduction letters were issued</td>
</tr>
<tr>
<td>3</td>
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<td>No. of representatives of institutes</td>
<td>No. of candidates shortlisted</td>
<td>No. of candidates who filled the enrolment form</td>
</tr>
<tr>
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<td>No. of representatives of institutes</td>
<td>No. of candidates shortlisted</td>
<td>No. of candidates who filled the enrolment form</td>
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<tr>
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<td>No. of candidates shortlisted</td>
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5. INDUSTRY INSTITUTE INTERACTION MEETS

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Date</th>
<th>Venue</th>
<th>Details of participation</th>
<th>Details of the officials present in the event</th>
<th>Other details</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

6. AWARENESS CAMPS / TRAINING & PLACEMENT OFFICERS’ MEETS

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Date</th>
<th>Venue</th>
<th>Details of participation</th>
<th>Details of distribution of literature/DVDs</th>
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</thead>
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<tr>
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</tr>
</tbody>
</table>
Application for advance for SDP/CGP/Industrial Meet/Training & Placement Officers Meet/Industry Institute Interaction Meet/Bharti Mela/Other Programmes.

1. Name of the Officer: ____________________________

2. Proposed Programme: __________________________

3. To be held at: __________________________

4. Date/Dates of programme: __________________________

5. Our Office letter No & date under which arrangement for programme was consented: __________________________

6 a. Date of approval of Tour Programme: __________________________

6 b. If the programme is Bharti Mela whether the Officer-in-charge has been provided with details for uploading the same on web portal: __________________________

………………… Sign of System Admin.

7. No.of Anticipated Lectures (datewise): __________________________

8. No. of Anticipated Participants (specify): __________________________

9. Anticipated expenditure to be incurred for the programme.

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Particulars</th>
<th>Nos.(multiple)</th>
<th>Tentative Amount Rs.</th>
<th>Remarks</th>
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</thead>
<tbody>
<tr>
<td>i)</td>
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<td>iii)</td>
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</tbody>
</table>

Total Rs. __________

10. Amount of advance required: (In words Rupees __________________________ only.)

Signature

O.S. A.A.O. DOT

NB : 1. The full details of the anticipated expenditure to be incurred for the programme must be furnished in Item no. 9 above, to the sanctioning authority irrespective of whether the Officer concerned requires an advance towards that Head or otherwise.

2. Any expenditure, likely to be incurred unexpectedly towards the items other than mentioned in the above statement, must be pre-intimated to the sanctioning authority, and a written approval shall compulsorily be sought for the same.

3. The bills in settlement of the advance must be submitted within 15 days from the date of receiving the advance. Delay in submitting the bills beyond this period shall be justified in writing by the concerned officer while submitting the bill.

4. In case the expenditure is more than the estimated one as above, the same must be justified by giving appropriate statistics, circumstances, etc.(Note :- Feed Back of participants should be obtained for making a review.)

RECEIPT

Received an amount of Rs.……………..(Rupees …………………………………. only) for the programme of ……………………………………………… at …………………………………………………………. on …………………….

Date:

Signature:
FORM FOR UPLOADING OF INFORMATION ON EVENTS/PROGRAMMES

Name : ____________________________________________
Designation : _______________________________________

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Programme</th>
<th>Date &amp; Time</th>
<th>Venue</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
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</table>

Date : ________________________________________________
Signature of the Officer

Upload on _________________________________

By (Name & Designation) :

Checked uploaded matter : Correct/Not Correct
Information to be removed from Web Portal on __________________
Date : ________________________________________________
Signature of the Officer

Date :

OS System Administrator DOT
CONFIRMATION OF PARTICIPATION

“Industry Institute Interaction on Apprenticeship Training Scheme”

Venue: ____________________________
Date: ____________________________
Time: ____________________________

(Please fax your confirmation of participation at fax No._____ or e-mail:__________________)

1) Name & address of Industry / Institute :

-------------------------------------------------------------------------

-------------------------------------------------------------------------

2) Name(s), designation(s) and contact no. / fax / email of HR Head / Representative / TPO participating in the event :

-------------------------------------------------------------------------

-------------------------------------------------------------------------

3) Any other relevant information: ____________________________

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-------------------------------------------------------------------------

Signature : ____________________________
Seal:
Name ____________________________
Designation: ____________________________

(Please note: No Registration / Any Other Fees are charged to the participants)

Table Programme

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</table>
BOARD OF APPRENTICESHIP / PRACTICAL TRAINING,
MUMBAI, CHENNAI, KANPUR / KOLKATA

INDUSTRY – INSTITUTE INTERACTION MEET

REGISTRATION FORM FOR REGISTRATION OF INDUSTRY DELEGATES

Venue:

Date: / / (dd-mm-yy)  Time: ____ am / pm.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name &amp; Address of the Organisation / Establishment</th>
<th>Name &amp; Designation of the Representative(s) of the Organisation / Establishment</th>
<th>Tel. No. / Cell No.</th>
<th>Email ID</th>
<th>Signature</th>
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</thead>
<tbody>
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INDUSTRY – INSTITUTE INTERACTION MEET
REGISTRATION FORM FOR REGISTRATION OF INSTITUTE DELEGATES

Venue:
Date: / / (dd-mm-yy)  Time: am/pm.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name &amp; Address of the Institution</th>
<th>Name &amp; Designation of the Representative of the Institution</th>
<th>Tel. No. / Cell No.</th>
<th>Email ID</th>
<th>Signature</th>
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</table>
**PROFORMA FOR MAINTENANCE OF RECORD OF CONCOMITTANT PROGRAMMES**

### CAREER GUIDANCE PROGRAMMES

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Date of Entry</th>
<th>Date of Conduct/Duration of Programme</th>
<th>Venue (Give Detailed Address, avoid Short forms/Anonymous)</th>
<th>No. of participants (specify students/Apprentices)</th>
<th>No. of Sessions</th>
</tr>
</thead>
<tbody>
<tr>
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### CAREER GUIDANCE PROGRAMMES

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<th>No. of Topics</th>
<th>No. of Faculty who conducted sessions</th>
<th>Name &amp; Designation of Coordinator</th>
<th>Name &amp; Designation of Authority who Gave away Certificates</th>
<th>Remarks</th>
<th>No. of Photos submitted</th>
<th>Sign of Officer</th>
</tr>
</thead>
<tbody>
<tr>
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### SUPERVISORY DEVELOPMENT PROGRAMMES

<table>
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<th>Date of Entry</th>
<th>Date of Conduct/Duration of Programme</th>
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<th>No. of participants (specify students/Apprentices)</th>
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### SUPERVISORY DEVELOPMENT PROGRAMMES

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<th>Name &amp; Designation of Authority who Gave away Certificates</th>
<th>Details of Distribution of literature</th>
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<th>Sign of Officer</th>
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<tbody>
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## ENTREPRENEURSHIP DEVELOPMENT PROGRAMMES

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<th>Venue (Give Detailed Address, and avoid Short forms/Anonymous)</th>
<th>No. of participants (specify students/Apprentices)</th>
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<tbody>
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## ENTREPRENEURSHIP DEVELOPMENT PROGRAMMES

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<th>No. of Faculty who conducted sessions</th>
<th>Name &amp; Designation of Coordinator</th>
<th>Name &amp; Designation of Authority who Gave away Certificates</th>
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### **PRINCIPALS’ MEET**

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<th>Venue (Give Detailed Address, and avoid Short forms/Anonymous)</th>
<th>Details of Participation</th>
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### PRINCIPALS’ MEET

<table>
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<th>Remarks</th>
<th>No. of Photos submitted</th>
<th>Sign of Officer</th>
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<tbody>
<tr>
<td>Name of the Govt. authority present during the Event</td>
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</table>
**CENTRALISED APPRENTICE ENGAGEMENT CAMPS**

**BHARTI MELAS**

<table>
<thead>
<tr>
<th>No. of Aspirants presents in the event</th>
<th>No. of candidates selected</th>
<th>No. of candidates shortlisted</th>
<th>No. of candidates to whom Introduction letter was issued</th>
<th>No. of candidates from whom Enrollment Form was got filled</th>
<th>Details of Distribution of literature etc.</th>
<th>Remarks [Please specify how the event was published - in newspaper, Cable TV, Akashwani, etc.]</th>
<th>Sign of the Officer</th>
</tr>
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<tbody>
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* * * * *

**INDUSTRY INSTITUTE INTERACTION MEETS (IIMs)**

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<th>Date of Conduct/ Duration of Programme</th>
<th>Venue (Give Detailed Address, avoid Short forms/Anonymous)</th>
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<th>Institutes</th>
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**INDUSTRY INSTITUTE INTERACTION MEETS (IIMs)**

<table>
<thead>
<tr>
<th>Govt. Authority participated in the event</th>
<th>Details of Distribution of Literature etc.</th>
<th>Remarks [Please specify how the event was published - in newspaper, Cable TV, Akashwani etc.]</th>
<th>No. of Photos submitted</th>
<th>Sign of Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
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<td>11</td>
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### AWARENESS PROGRAMMES / TPO MEETS

<table>
<thead>
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<th>Sl. No.</th>
<th>Date of Entry</th>
<th>Date of Conduct/Duration of Programme</th>
<th>Venue (Give Detailed Address, avoid Short forms/Anonymous)</th>
<th>Establishments</th>
<th>Institutes</th>
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### Govt. Authority present during the event

<table>
<thead>
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<th>Details of Distribution of Literature etc.</th>
<th>Remarks [Please specify how the event was published – in newspaper, Cable TV, Akashwani etc.]</th>
<th>No. of Photos submitted</th>
<th>Sign of Officer</th>
</tr>
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### SPECIAL CAMPS

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<th>Date of Conduct/Duration of Programme</th>
<th>Venue (Give Detailed Address, and avoid Short forms/Anonymous)</th>
<th>Details of Participation</th>
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<td></td>
<td></td>
<td>No. of Establishments</td>
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### SPECIAL CAMPS

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<th>Details of participation</th>
<th>No. of Contracts received in the event</th>
<th>No. of Claims received in the event</th>
<th>Remarks on Query, Solutions etc.</th>
<th>No. of Photos submitted</th>
<th>Sign of Officer</th>
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<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
STATEMENT GIVING DETAILS OF THE EXPENDITURE INCURRED FROM TEMPORARY ADVANCE AND THE BALANCE AMOUNT RETURNED.

Date:
1. Name of the Officer who received advance:
2. Date of request of advance:
3. Amount: Rs. __________________
4. Purpose: __________________
5. Total expenses incurred: Please mentioned the particulars vis-a-vis those were approved in Form A-2

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Particulars</th>
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<th>Amount Rs.</th>
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Total expenditure Rs. ________
Less advance Rs. ________
Net amt. passed/to be refunded Rs. __________

9. Balance amount refundable: 
Jr.Aacct.

10. In words (Rupees …………………………………………………only)

Date: __________________ Signature __________________
Cashier to receive the amount:
Amount received Rs. ………. (Rupees ………………………………………………………………………………………)
……………………………………………………………… only) on …………………

Signature of the Cashier
A.A.O. Director of Training.
CONFIRMATION OF PARTICIPATION

(CENTRALISED APPRENTICES ENGAGEMENT CAMP FOR ENGAGEMENT OF GRADUATE / TECHNICIAN APPRENTICES UNDER THE APPRENTICES (AMENDMENT) ACT, 1973”

1) Name & Address of the Establishment :

2) Name(s), designation(s) and contact no. / email / fax of the Personnel participating in the event :

3) Details of the seats of Graduate/Technician Apprentices which will be filled by your establishment in the Pool Campus:

<table>
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<tr>
<th>Sr. No</th>
<th>Subject Field (Branch)</th>
<th>No. of Seats to be filled</th>
<th>Rate of Stipend (Rs.)</th>
<th>Remarks</th>
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Specific Requirement, if any, for conducting interviews/tests

SEAL OF THE ESTT.

Signature : ______________________

Name : ______________________

Place: ______________________

Designation : ______________________

Date: ______________________

Cell No. : ______________________
BOARD OF APPRENTICESHIP / PRACTICAL TRAINING,
MUMBAI, CHENNAI, KANPUR / KOLKATA

CENTRALISED APPRENTICES ENGAGEMENT CAMP (BHARTI MELA)

REGISTRATION OF PARTICIPATING CANDIDATES

VENUE:

DATE:

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Name of the Candidate</th>
<th>Name of the Institute</th>
<th>Subject Field (Branch)</th>
<th>E-mail Id</th>
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<th>Signature</th>
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**Centralised Apprentices Engagement Camp (Bharti Mela)**

**Registration Form for Registration of Industry Delegates**

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<thead>
<tr>
<th>Sr. No.</th>
<th>Name &amp; Address of the Organisation / Establishment</th>
<th>Name &amp; Designation of the Representative(s) of the Organisation / Establishment</th>
<th>Tel. No. / Cell No.</th>
<th>Email ID</th>
<th>Signature</th>
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**Venue:**

Date: / / (dd-mm-yy)  
Time: am/pm.
BOARD OF APPRENTICESHIP / PRACTICAL TRAINING, 
MUMBAI, CHENNAI, KANPUR / KOLKATA

CENTRALISED APPRENTICES ENGAGEMENT CAMP (BHARTI MELA)

REGISTRATION FORM FOR REGISTRATION OF INSTITUTE DELEGATES

Venue:

Date: / / (dd-mm-yy) Time: am/pm.

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<tr>
<th>Sr. No.</th>
<th>Name &amp; Address of the Institution</th>
<th>Name &amp; Designation of the Representative of the Institution</th>
<th>Tel. No. / Cell No.</th>
<th>Email ID</th>
<th>Signature</th>
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CAREER GUIDANCE PROGRAMME

for The Students Pursuing Final Year of
Degree / Diploma course in
Engineering / Technology / Pharmacy / HMCT / Architecture
OR
10+2 Level Vocational Course

UNDER THE AEGIS OF
BOARD OF APPRENTICESHIP / PRACTICAL TRAINING,
MUMBAI, CHENNAI, KANPUR / KOLKATA
An autonomous body of
Ministry of Human Resource Development,
Government of India

VENUE: ______________________

PERIOD: ____________________
# Career Guidance Programme

### Day: ONE

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<thead>
<tr>
<th>Session No</th>
<th>TIME</th>
<th>DURATION</th>
<th>TOPIC</th>
<th>NAME OF THE FACULTY</th>
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### Day: TWO

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<th>Session No</th>
<th>TIME</th>
<th>DURATION</th>
<th>TOPIC</th>
<th>NAME OF THE FACULTY</th>
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**SIGNATURE**

**SEAL OF THE INSTITUTION**

**SEAL**

**PROGRAMME CO-ORDIANTOR**
BOARD OF APPRENTICESHIP / PRACTICAL TRAINING,
MUMBAI, CHENNAI, KANPUR / KOLKATA

PROFORMA FOR PROFILE OF EXPERTS

Name : 
Post Held : 
Name of the Organization / Institute : 
Address : 
Contact No. : 
Email Id : 
Educational Qualifications : 
No of Years of Experience (Academic / Research / Training / Industrial) : 
Fields of Interests related to training : 
Would you like to be included in the panel of subject experts of the Board for similar Programmes that will be conducted by the Board? : Yes / No 
Any other relevant information : 

Date: 
Place: 
Signature of the Subject Expert

Seal 
Countersign of the Programme Coordinator

(IN ADDITION TO THE ABOVE PROFILE PLEASE ALSO SEND THE DETAILED PROFILE, IF AVAILABLE)
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<tr>
<td>1</td>
<td>Title of Proposed Programme</td>
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<td>Date/Dates of Programme</td>
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<td>Venue</td>
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<td>4</td>
<td>No. of beneficiaries</td>
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<td>Topics selected for the Programme.</td>
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<td>6</td>
<td>Whether all the faculties mentioned above are nominated from the Data Bank available or a fresh nominee or referred by another source (specify).</td>
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<td>7</td>
<td>Reasons for inviting the faculty member in case faculty member beyond a distance of 10kms from the venue is invited for delivering the lecture.</td>
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<td>8</td>
<td>Reasons for inviting the faculty member from other District/Town.</td>
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<tr>
<td>9</td>
<td>Names of officials and their designations who would attend the programme.</td>
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</table>

Submitted to DOT for approval please.

Date :-

Signature

(Name of the Officer & Designation, who is conducting the programme.)

Verified that Biodata of all the faculties mentioned, above have been approved by the Committee of Officers, Deputy Director / Assistant Directors.

The above programme is approved /not approved.

Director of Training

**FOR OFFICE USE**

**Signature & Date**

*Please enclose:* Programme proposal received from the organising establishment.

Junior Accountant                          Office Superintendent                          Admin cum Accounts Officer
# SCHEDULE OF COMPLETION OF CAREER GUIDANCE PROGRAMME

<table>
<thead>
<tr>
<th>BATCH NO</th>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>NAME OF THE TOPIC</th>
<th>NAME OF THE SUBJECT EXPERT / FACULTY</th>
<th>STATUS (WHETHER SESSION CONDUCTED OR NOT) (YES/NO)</th>
<th>WHETHER FACULTY WAS PREAPPROVED BY THE BOARD (YES/NO)</th>
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(PROGRAMME CO-ORDIANTOR)
BOARD OF APPRENTICESHIP / PRACTICAL TRAINING,
MUMBAI, CHENNAI, KANPUR / KOLKATA
SUMMARY OF THE ATTENDACE RECORD OF THE PARTICIPATING STUDENTS

<table>
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<tr>
<th>SL NO</th>
<th>NAME OF THE PARTICIPATING STUDENT</th>
<th>YEAR &amp; NAME OF THE COURSE PURSUING</th>
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SIGNATURE & NAME

SEAL OF THE INSTITUTION

(PROGRAMME CO-ORDIANTOR)
Name of the Institute : ______________________________________________

Venue : ___________________________________________________________

Period of CGP : / / to / / (dd-mm-yyyy)

Name of Participant : ______________________________________________

Course Pursuing : 

Please express your free and frank opinion about the programme attended by you

1. **COURSE / CONTENT / COVERAGE :**

   a) Whether the topics covered were Relevant? Yes/No

   b) Whether any topic covered could be eliminated? Yes/No

      If yes, name the topic ............................................................

   c) Whether any of the topics could be dealt in more detail? Yes/No

      If yes, name the topic ............................................................

   d) Whether any other relevant topic can be included in the present programme ............................................................

2. **METHODOLOGY**

   a) Whether the methods used for guidance were effective? Yes/No

   b) Whether illustrations from case studies, exercises and group discussions were adequate? Please amplify.

      ...................................................................................................................

      ...................................................................................................................

      ................................................................................................................... 2/-
3. **USEFULNESS :**

   a) Do you think that such Programme will be useful to students?  
      Very Useful / Somewhat useful / No

   b) Would the programme help you to appreciate your career? Please give details.

      …………………………………………………………………………………………………………………
      …………………………………………………………………………………………………………………
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   c) Would you recommend the programme for other students?  
      Yes / No

   d) If yes would you suggest any specific changes in the course coverage and presentation.

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4. **SUGGESTIONS & VIEWS :** (Programme Arrangements, Facilities, Timings etc.)

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Signature of the Student: ………………………

**N.B.:** The Feed Back to be recorded by each participating student separately for each session and submitted to the Programme Coordinator who in turn should forward it to the Board along with the Report on CGP.
SUPERVISORY DEVELOPMENT PROGRAMME

FOR
Graduate / Technician Apprentices
Under the Apprentices (Amendment) Act, 1973

ORGANISED BY
(Name(s) of the Establishment(s))

UNDER THE AEGIS OF
BOARD OF APPRENTICESHIP / PRACTICAL TRAINING,
MUMBAI, CHENNAI, KANPUR / KOLKATA

VENUE : _______________________

PERIOD : ____________________
# Supervisory Development Programme

Day: ______________  Date: ______________

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<th>Session No</th>
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Day: ______________  Date: ______________

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# Guidelines for Planning, Organizing & Conducting “Supervisory Development Programme” (SDP)

### Duration of the SDP
- **3 to 5 days.**

### Ideal batch size of Apprentices
- **30** (if one establishment falls short of ideal batch size, then nearby registered establishments should jointly organize SDP to meet the ideal batch size)

### Number of the sessions per day
- **04 Sessions maximum. (One session of 90 minute duration)**

### Faculty Members / Subject Experts
- Can be drawn by the establishments from within their own organizations / nearby industries & educational institutes. Detailed profile of the Faculty Members / Experts should be obtained & send to the Board for consideration and approval in advance (**Proforma for profile enclosed**). Any change (in Faculty Member(s) / subject / date(s) etc.) after the approval of the Board has been obtained, must be got approved separately without which no reimbursement of honorarium in respect of unapproved faculty/subject would be made.

### No of sessions per faculty / Expert
- One faculty member / Subject Expert should not conduct more than two sessions in the entire programme (of SDP).

### Money Receipt and Payment
- The money receipt of the honorarium as contributed by the Board (Rs 1000.00 per session of 90 minutes) and paid to the Faculty member / subject expert in cash after his / her session is over, should be obtained from the Faculty with his/her signature on it and also should be countersigned with seal by the Programme Coordinator.

  If the programme is conducted in the presence of Apprenticeship Adviser, payment shall be made in cash by him. Alternatively, the establishment should pay the honorarium and tender Original Money Receipts (separate for each session and each faculty) and the Schedule of the Training Programme so conducted to the Board along with the Report on SDP for reimbursement by the Board to the establishment (Reimbursement shall be made in respect of pre-approved faculty only and no change in faculty at eleventh hour is permitted). (the amount is restricted to Rs1000.00 per session). The amount of reimbursement shall be directly credited to the Account of the establishment in which stipend is credited. (**Copy of Money Receipt Enclosed**).

### Banner
- The programme should be conducted under the banner of the Board showing joint co-ordination of the Board and the establishment conducting the programme and should be evident from the photographs.

### Attendance
- Record of the Attendance of the participating apprentices should be maintained and a copy should be furnished to the Board for record.

### Photographs
- Snaps (Photographs) of the training sessions should be taken, and soft copies Emailed to the Board (**director.boatwr@gmail.com**) for record (not more than five photographs).
Award of Certificates: The Certificates for participation in the SDP shall be awarded to the apprentices by the Board. The list of participating apprentices to whom SDP Certificates are to be awarded should be furnished to the Board with a request for Certificates.

Feed Back: Feedback of the participating apprentices in the prescribed formats should be send to the Board. (SDP Feed Back Porforma enclosed)

Approval: It's mandatory to seek Director’s approval to the programme before commencing SDP without which no honorarium shall be paid / reimbursed by the Board.

A few topics suggested: Apart from the following few suggested topics, you may incorporate any other topic relevant to supervisory development of the apprentices.

1. Role of Supervisors - Supervisory skills and Development,
2. Effective Supervisor vis – a – vis Effective Manager,
3. Multi Skill Concept and its Importance
4. Team Building Skills / Team Work / Team Morale / Being a Team Leader, Managerial Skills and Leadership Styles
5. Instilling Accountability
6. Time Management
7. Effective Communication
8. Motivation
9. Body Language
10. Creative Problem Solving
11. Stress Management
12. Occupational Health and Safety, Industrial Safety & Environment Protection Role of IT & IT Security,
13. Materials Management, Quality System, Gemba Kaizen, POKAYOKE, KANBAN, etc.,
## SCHEDULE OF COMPLETION OF SUPERVISORY DEVELOPMENT PROGRAMME

<table>
<thead>
<tr>
<th>BATCH NO</th>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>TOPIC</th>
<th>FACULTY</th>
<th>STATUS (WHETHER SESSION CONDUCTED OR NOT)</th>
<th>WHETHER FACULTY WAS PRIORLY APPROVED BY THE BOARD (YES/NO)</th>
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**IGNATURE**

**SEAL OF THE ESTABLISHMENT**

(PROGRAMME CO-ORDINATOR)


<table>
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<tr>
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<th>NAME OF THE PARTICIPATING APPRENTICE</th>
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SIGNATURE

SEAL OF THE ESTABLISHMENT (PROGRAMME CO-ORDINATOR)
SUPERVISORY DEVELOPMENT PROGRAMME (SDP)
EVALUATION FORM

Training Establishment : ________________________________

Venue : ____________________________________________

Period of SDP : / / to / / (dd-mm-yy)

Name of Participant : ________________________________

Category of Apprentice : Graduate / Technician

Please express your free and frank opinion about the programme attended by you

5. COURSE / CONTENT / COVERAGE :

   c) Whether the topics covered were Relevant? Yes/No

   d) Whether any topic covered could be eliminated? Yes/No
      If yes, name the topic ..................................................

   c) Whether any of the topics could be dealt in more detail? Yes/No
      If yes, name the topic ..................................................
d) Whether any other relevant topic can be included in the present programme

6. METHODOLOGY

c) Whether the methods used for training were effective? Yes/No

d) Whether illustrations from case studies, exercises and group discussions were adequate? Please amplify.

8. USEFULNESS :

e) Do you think that such Training Programme will be useful to apprentices? Very Useful / Somewhat useful / No

f) Would the programme help you to appreciate your role? Please give details.

 g) Do you want us to repeat the programme for your colleagues? Yes / No

h) If yes would you suggest any specific changes in the course coverage and presentation.
9. **SUGGESTIONS & VIEWS**: (Programme Arrangements, Facilities, Timings etc.)

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Signature: ………………………

**N.B.**

The Feed Back to be recorded by each participating Apprentice every day and submitted to the Programme Coordinator who in turn should forward it to the Board along with the Report on SDP.